

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING HELD**  
**ON TUESDAY 25<sup>h</sup> MARCH 2025 @ 7pm**  
**IN POLRUAN VILLAGE HALL**

| Minute      | AGENDA ITEMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action                |
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|             | <b>Present</b> – Cllrs. Goddard (Chair), Ainley, Beresford, Clare-Dunbavand, Kelly, Pyke, and the Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |
|             | <b>Chairman’s Welcome and Public Forum</b> – the Chair opened the meeting and welcomed those present. He welcomed and introduced Shanie Herbert as the new clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Members 6<br>Quorum=4 |
|             | <p><b>Outside Authorities / Bodies</b> – Members received reports as follows:</p> <p>Richard Hews, Chair of Lanteglos Parochial Church Council addressed the meeting clarifying grants received from the PC for maintenance work at St Wyllow church. He highlighted that the categorisation of the work was not strictly correct and wished to discuss this and future requirements with Members. He also clarified the current work being done under grants already granted by the PC and the Clerk requested invoices before these could be discharged. The Chair thanked Mr Hughes and said this item was on the agenda for discussion.</p> <p>a. <i>County Councillor Report</i> –Cllr. Candy reported that a sanctuary housing property will be available to rent on 1<sup>st</sup> April – a couple of people are interested. He had dealt with a resident’s concerns on recycling and refuse. The clerk is receiving updates on Saltash tunnel. Cllr Candy’s report is on file. The chair thanked Cllr Candy</p> <p>b. <i>South East Cornwall CAP</i> – Cllr Rooney has circulated a report, discussion to be had on replacing Cllr Rooney as lead going forward.</p> <p>c. <i>Police</i> – PCSO Cocks did not attend in person but reported that he would like to organise community led events to encourage people feeling disenfranchised to get involved. He is working with the Polruan Support Group co-ordinator and Cllr Ainley on this. Regular updates on local policing can be viewed on the new website <a href="http://Your area   Police.uk">Your area   Police.uk</a> (<a href="http://www.police.uk">www.police.uk</a>)</p> <p>d. PUG – the next meeting will be held on 27<sup>th</sup> March Cllr Clare-Dunbavand to attend.</p> |                       |
| 31/2<br>025 | <b>Apologies</b> – Cllrs. Rooney, Adams, Bunt, Talling, Ainley (leaving early)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
| 32/2025     | <p><b>Members’ Declarations</b> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllrs Goddard and Kelly declared a non-pecuniary interest in planning application PA25/01997.</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/ none.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |

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|                  | d. <i>Dispensations</i> none.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 32/2025          | <b>Minutes of Meetings –</b><br>a. <i>Full Council Meeting – 25<sup>th</sup> February 2025, <b>AGREED</b> as a true record.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 33/2025          | <b>Planning Applications –</b> Members to consider the following, including any applications received after the agenda had been published.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Josep Sandercock | a. Corner Cottage Chapel Lane Polruan Fowey Cornwall PL23 1PG<br>Replacement like-for-like of the roof and two existing velux windows - retrospective application - Mr Mark Collins - <b>PA25/01279 (Case Officer - Josep Sandercock) Members agreed that its response was No comment</b><br><br><a href="https://planning.cornwall.gov.uk/online-applications/simpleSearchResults.do?action=firstPage">https://planning.cornwall.gov.uk/online-applications/simpleSearchResults.do?action=firstPage</a>                                                                                                                                                                                                        |  |
| Josep Sandercock | b. PA25/01010 Copper Beech Townsend Polruan, Fowey Cornwall PL23 1QH Replace existing windows with aluminium framed double glazed windows, North, East, West elevation to be reduced size with additional window to the right. South elevation patio doors to be same size and entre window to be replaced with door.<br>Air source heat pump fitted on North elevation. <b>Members agreed that its response was No comment</b><br><br><a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=SRBVJWFGIRH00">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=SRBVJWFGIRH00</a>            |  |
|                  | c. PA25/01997 Proposed rear single storey extension 3 New Quay Ruins East Street Polruan, Fowey<br>Mr. And Mrs. P Toms AHT Design Discussion here was that there was not much detail included in the application to consider, but from the information submitted alterations were not visible from anywhere, were in keeping with the existing building construction and materials. <b>Members agreed that its response was No comment</b><br><br><a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=ST1WXNFGKM800">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=ST1WXNFGKM800</a> |  |

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| 34/2025 | <b>Other Planning Matters –</b> details previously emailed.<br><br>a. <i>Social Housing Allocation –</i><br><ul style="list-style-type: none"><li>Cllr Ainley reported the publication of a draft local lettings plan which is with Cornwall Home Choice and Sanctuary Housing to agree. Cllr Ainley is hopeful for the next stage.</li></ul><br>b. Townsend Farm Barns – Darren Hardwick, CC Building Control advised: <i>“I visited Townsend Farm Barns yesterday (21/1/25) and found the barn and associated out buildings to be in a poor state of repair with the roof collapsing into the main barn. The site is secured with a gate and padlock and all openings into the barn have been secured. The barn is set well back from the road and the SW Coastal path and therefore is not considered a danger to the public under the Building Act.”</i> Members examined photographs from the site provided by Cllrs. Adams and Kelly and wished to record that in their opinion the site should not be considered safe. Photos to be submitted to Mr Hardwick at CC building control together with members’ view on the safety of the site. | Information<br><br>Clerk to submit photos to CC |
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| 35/2025 | <b>Planning Applications Approved by CC</b> – for information only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                           |
| 36/2025 | <p><b>Highway Matters</b> – including any items received after the agenda had been published.</p> <p>a. Cllr Adams has reported potholes</p> <p>b. Cllr Adams offered to walk the roads in Polruan and Bodinnick with the highways officer to point out drains needing work. Clerk to make the offer to Highways.</p> <p>c. <i>Road Closure</i> – new details provided on local closures. Ongoing work to Saltash tunnel.</p> <p>d. <i>Footpaths</i> – The Clerk had circulated a report from a visitor that a path in Polruan between St Saviours Hill and Providence place had been obstructed with a gate and private sign. Discussion was had on how to gather evidence in order to establish this path as a recognised public path. Local knowledge to be explored. The Clerk replied to complainant.</p> | <p>Clerk</p> <p>Information</p> <p>Information</p> <p>Footpaths in general on Agenda for next meeting</p> |
| 37/2025 | <p><b>Administrative Matters</b> – not covered elsewhere on the agenda.</p> <p>a. Parish Council Nomination Papers – These need to be in by 2<sup>nd</sup> April. Slots available at Luxstowe House, Liskeard</p> <p>b. Clerk to confirm next meeting on 22<sup>nd</sup> April and venue (Polruan Village Hall)</p> <p>c. Clerk to set AGM 20<sup>th</sup> May before full council meeting.</p> <p>d. Whitecross Green – matters progressing towards the first registration.</p>                                                                                                                                                                                                                                                                                                                               | <p>Information</p> <p>Information</p>                                                                     |
| 38/2025 | <p><b>Financial Matters</b> –</p> <p>a. <i>Accounts for Payment</i> – March payments to a value of £16889.10 were <b>APPROVED</b> for payment. The Clerk to place a copy on the website.</p> <p>b. <i>Bank Reconciliation</i> – a copy of the Bank Reconciliation had been emailed</p> <p>c. <i>Budget Monitor</i> – a copy of the Budget Monitor had been emailed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Clerk</p>                                                                                              |
|         | <p>d. <i>Grant Requests</i> – Members considered:</p> <ul style="list-style-type: none"> <li><u>Lanteglos by Fowey Parochial Church Council</u> burial ground maintenance ongoing. Richard Hews spoke on behalf of the PCC regarding a grant for the cutting back of trees in the burial ground at St Wyllow church. The council had already agreed a grant of £1000 towards this cost on receipt of an invoice detailing this work. It was agreed that Cllr Pyke will work with the PCC on updating the agreement of 20 years for the wider maintenance of the burial ground not just grass cutting. It was also suggested that the PCC reach out to the local community via the Polruan community group and the allotment society to ask for volunteers to do some of the maintenance work.</li> </ul>       |                                                                                                           |
| 39/2025 | <p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda. Items previously emailed.</p> <p>a. <i>CALC Newsletter</i> – listing several events / documents of interest.</p> <p>b. <i>Policing in the local community</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                           |

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|         | <p>c. <i>BBC Cornwall make a difference campaign</i></p> <p>d. <i>Affordable Housing report</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                        |
| 40/2025 | <p><b>Environmental / Amenity Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – Members reported on ongoing maintenance of the WCs.</p> <p>i. <u>St Saviour’s WCs</u> – Cllr. Goddard had circulated a written update regarding the building works to all Members. The male and female toilets had been refurbished and the work had come in under budget leaving a surplus for use in the refurbishment of the disabled toilet that all agreed should be done. On track for completion by 31<sup>st</sup> March. Clerk to notify APS including referencing the work to the existing terms and conditions</p> <p>ii. <u>Frogmore WCs</u> –<br/>NOTE – lease expires 31<sup>st</sup> May 2025. Cllr Beresford reported surveying toilets, exterior good but it was suggested a self-closing mechanism be put on the door of the male toilet to reduce ingress of leaves etc. Some work needed on flooring and wall tiles. As the lease is due for renewal it was agreed to write to the National Trust setting out the requirements for the Parish Council to renew in order the share the running costs. Report back at next meeting. Cllr Beresford to work with the Clerk on the detail for letter to NT.</p> <p>iii. <u>The Quay WCs</u> –<br/>NOTE – Cllrs. Beresford and Clare-Dunbavend are the PC’s representatives in discussion with the PTT regarding the conditions of the lease. It has been agreed that the disabled toilet will remain open at all times with a cubicle in the female toilet opening during peak useage when events are held on the quay.</p> <p>iv. <u>Legionella Testing</u> – Mrs Kelly advised water temperatures all 10°.</p> <p>v. Cllr Goddard outlined a proposal for APS to be contracted to survey and report on our assets with the intention of highlighting defects early on and therefore reduce overall costs. To be discussed at the next meeting.</p> <p>b. <i>Healthcare Provision</i> – Members received an update, including:</p> <ul style="list-style-type: none"> <li>• Continuing engagement with the NHS in relation to provision of emergency services in the Parish. Also, to look at assisting to produce a central emergency contact list for residents,</li> <li>• Continue working towards a public meeting on health provision for Lanteglos after first liaising with Polruan Support Group</li> <li>• Cllr Rooney to report on meetings on the future of Fowey hospital</li> </ul> | <p>Clerk</p> <p>Clerk<br/>Cllr<br/>Beresford</p> <p>Cllrs. Clare-<br/>Dunbavend /<br/>Beresford</p> <p>Cllr Goddard</p> <p>Cllr Pyke /<br/>Clare-<br/>Dunbavand</p> <p>Cllr Rooney</p> |
| 41/2025 | <p><b>Diary Dates</b> – Members 6 Quorum = 4</p> <p>a. <i>Full Council Meeting</i> – 22<sup>nd</sup> April 2025, 7pm. Whitecross village hall.</p> <p>b. <i>AGM to be confirmed possible date 20<sup>th</sup> May 2025 before full council meeting on same date</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                        |
| 42/2025 | <p><b>Information Only / Future Agenda Items</b> –</p> <p>a.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                        |
| 43/2025 | <p><b>Planning Enforcement Cases</b> – Cornwall Council had deemed planning enforcement matters to be confidential. Members received a verbal update:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                        |

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| 44/2025 | <b>Meeting Closed at 8.50pm</b> |  |
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Signature: ..... (Cllr. Rob Rooney)  
Parish Council Chair

Date: 22<sup>nd</sup> April 2025