

LANTEGLOS-BY-FOWEY PARISH COUNCIL
ANNUAL GENERAL MEETING HELD
ON TUESDAY 20TH MAY 2025 @ 6.30pm
IN WHITECROSS VILLAGE HALL

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Rooney (Chair), Ainley, Beresford, Clare-Dunbavand, Kelly, Talling, Bunt, Pyke, Adams and the Clerk.	
59/2025	Election of Chair – Cllr Ainley proposed and Cllr Clare-Dunbavand seconded re-election of Cllr Rooney as chair.	
	<p>Chairman’s Welcome and Public Forum – the Chair opened the meeting and welcomed those present. Cllr Rooney reported on the council’s continuing work in scrutinising planning applications within the parish throughout the year. He wished to congratulate the work of councillors on securing a local lettings plan with the housing department of Cornwall Council which has been adopted as policy by Cornwall Council and will mean a significant improvement in access to social housing in Polruan for those living locally.</p> <p>There were no reports from members of the public.</p>	
	<p>Outside Authorities / Bodies – Members received reports as follows:</p> <ul style="list-style-type: none"> a. <i>County Councillor Report</i> –Cllr. Candy reported that he was delighted to have been re-elected as our local councillor for the next four years and would work diligently to represent everyone in the parish. He is accessible by phone, email and at the Whitecross monthly market as well as attending meetings of local groups wherever he can. He too congratulated the parish council on their diligent work to securing the local lettings plan and offered his continuing support along with the local police in working towards its success in implementation. Cllr Rooney thanked Cllr Candy and congratulated him on his re-election. b. <i>South East Cornwall CAP</i> – A new representative will be appointed. c. <i>Police</i> – PCSO Cocks mentioned the importance of keeping him up to date with meeting agendas and he will endeavour to attend meetings when he can. He reported that overall we live in a very safe area with few crimes occurring. However he urged vigilance with recognising cyber and banking crime especially where vulnerable residents are concerned. His reports can be viewed through the online police portal Your area Police.uk (www.police.uk) Cllr Rooney thanked PCSO Cocks for his report d. <i>PUG</i> –Cllr Clare-Dunbavand reported that there had not been a meeting since the last parish meeting. 	
60/2025	Apologies – None	
61/2025	<p>Members’ Declarations –</p> <ul style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – None b. <i>Non-registerable Interests</i> – None. c. <i>Declaration of Gifts</i> – None d. <i>Dispensations</i> None. 	

62/2025	Minutes of Meetings – a. <i>Full Council Meeting – 29th April 2025, AGREED as a true record.</i>	
63/2025	Casual Vacancy – Members accepted the resignation of Cllr Goddard and noted that we have two vacancies. It was suggested that we advertise on the Polruan and Bodinnick support groups facebook and in the next edition of the parish news. The clerk will look back in the files for details of criteria for potential candidates and circulate to members.	Clerk
64/2025	Election of Vice Chair – Cllr Ainley was proposed by Cllr Clare-Dunbavand and seconded by Cllr Kelly. Cllr Ainley appointed vice chair.	
65/2025	Appointment of Members to Committees/Outside Bodies – <ol style="list-style-type: none"> South East Cornwall CAP – Cllr Rooney wishes to step down. These meetings take place 4 times per year with the next meeting scheduled for 7th July 2025. Cllr Ainley will attend the next meeting with a view to becoming the parish representative. Polruan Village Hall Committee – No representative required by the Village hall committee. Fowey harbour PUG – Cllr Ainley will continue as the representative with Cllr Talling stepping in her absence Whitecross village hall committee – Cllr Bunt will continue as parish representative The Churchyard Guild – The guild no longer operates but a PCC sub-committee has been established to take over. Cllr Pyke will stand as the parish representative on this sub-group. 	

66/2025	Planning Applications – Members to consider the following, including any applications received after the agenda had been published. <ol style="list-style-type: none"> PA25/00288/PREAPP Polmarine West Street Polruan Fowey Cornwall PL23 1PL Pre-application advice for proposed rear and side extension together with pedestrian access to west street. https://planning.cornwall.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=ST4DIOFG0JW00 <p>This is a development in the conservation area of Polruan adjacent to a key viewpoint from the village on West Street down the Fowey estuary. The nature of development along the river from West Street is organic and given the outline plans provided the side extension may not have a material impact providing the roof height does not significantly alter the river view and there is no impact to privacy of neighbours.</p> <p>However, the PC is concerned about the development of the proposed rear extension:</p> <ul style="list-style-type: none"> - Potentially out of character with the surrounding area (NDP Policy1) - Impact to a treasured view of the river from West Street due to the mass and height of the rear extension (NDP Policy 3) - The current state of the retaining wall along west street is believed to be in poor repair - Polmarine currently runs an AirBNB business, and the PC is concerned that this separate flat may be used for commercial purposes 	
---------	--	--

	<p>If a full planning application is made the PC would want a clear visual representation of the final form of the development in context to surrounding properties and the river view both from the river and from West street (NDP P1 and P3). In addition a detailed plan of how materials will be delivered and stored at this site particularly in relation to any disturbance to West Street.</p>	
67/2025	<p>Other Planning Matters –</p> <p>a. <i>Social Housing Allocation</i></p> <p>This was reported earlier in the minutes under the chairman's report. Cllr Ainley will write to Nick Marsden thanking him for his support and ask how many vacant properties there are and how they will be allocated to local people.</p>	Cllr Ainley
68/2025	<p>Planning Applications Approved by CC – for information only.</p> <p>a. 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 entire window to be replaced with door. Air source heat pump fitted on North elevation. APPROVED https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRBVJWFGIRH00</p> <p>b. PA25/01997 Mr. And Mrs. P Toms 3 New Quay Ruins East Street Polruan Fowey Cornwall PL23 1PB Proposed rear single storey extension APPROVED https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ST1WXNFGKM800</p>	
69/2025	<p>Environmental/Amenity Matters – including any items received after the agenda has been published.</p> <p>a. Public Conveniences – Members to consider:</p> <p>i. St Saviour's WCs – Edgar Goddard will meet with the contractor and members of the parish council to sort out final snagging of the re-furbishment. Clerk to co-ordinate date and time and circulate to all members.</p> <p>ii. Frogmore WCs – No more detail from NT on renewal lease other than the NT is happy for it to be 2 year lease. Discussion was had on how often the sanitary bins are emptied and it was agreed that in the peak season this should be weekly. Clerk to check contract set up with PHS and circulate.</p> <p>iii. The Quay WCs – Cllr Clare-Dunbavand reported no news. Town Trust still waiting for prices.</p> <p>iv. Legionella Testing – Mrs Kelly provided water temperature of 10 degrees C.</p> <p>b. Healthcare Provision – members to receive an update to include:</p> <p>i. Engagement with 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. Cllr Clare-dunbavand still trying to set a date for a community meeting to assess the feelings of the community. Two incidents recently have been dealt with in the correct manner.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>ii. Fowey Hospital – Cllr Rooney reported on the ongoing action to keep Fowey Hospital as a functioning hospital. Many questions have been asked following release of documents recommending permanent closure. The community is demanding answers as to where money raised locally has gone and how it will be repaid. There is a public meeting to be held on 10th June and Cllr Rooney urged as many people as possible attend to show how public support adds weight to the need for this valuable local resource.</p> <p>c. Report on extra CCTV to cover St Saviours WC's and childrens' play area. Cllr Pyke is to request quotes from Night Security and bring this to the next meeting. The new CCTV will link into the existing system.</p> <p>d. First meeting held with the PCC sub-committee on the maintenance of St Wyllow churchyard. Cllr Pyke is the nominated parish council representative on the committee and circulated a paper to the council following a recent meeting. Recommendation is that the grant of £4000 for this year will be paid to the PCC and in turn the PCC will furnish the parish council with invoices for the maintenance work as it goes along. These will be closely monitored by Cllr Pyke and the parish council to ensure that the grant is allocated and spent correctly. The chair asked for a show of hands in support of the grant being paid in advance of receipt of invoices and one objection was received. Any extra payments requested by the PCC will be considered on an ad hoc basis. Cllr Pyke pointed out that under CALC the parish council has a responsibility to maintain the active churchyard.</p> <p>e. Footpath across Toms' yard. The Clerk had written to Mr Paul Toms but had not received a reply. Members asked the clerk to chase this up by phone/email.</p> <p>f. Henders Field – Discussions on the possible use of Henders Field will be re-visited once the will has been finalised.</p> <p>g. CCTV provision in Cornwall. Cllr Pyke answered questions on the system operated in Polruan following a request from Cornwall Council on CCTV provision across Cornwall.</p>	<p>Cllr Pyke</p> <p>Clerk</p> <p>Clerk</p>
52/2025	<p>Highway Matters – including any items received after the agenda had been published.</p> <p>a. Cllr Adams referred to ongoing pothole and blocked drain problems in the parish. Clerk to speak to Cllr Candy on scheduling a meeting with Cllr Clare-Dunbavand and the clerk to walk the parish with the highway steward or Will Glassop.</p> <p>b. <i>Road Closure</i> – Temporary road closure of New Road, Lanteglos, Fowey 8th and 15th June 2025 (8.00 to 16.00hrs). This is the road down to the ferry avoiding Bodinnick.</p>	<p>Cllr Candy</p> <p>Information</p>
53/2025	<p>Administrative Matters – not covered elsewhere on the agenda.</p> <p>a. Parish Council expenses election papers – These were collected to be held by the clerk or sent on to the monitoring officer at Cornwall Council</p> <p>b. Declaration of acceptance forms signed by members and witnessed by the clerk</p>	<p>Information</p>
54/2025	<p>Financial Matters –</p> <p>a. <i>Accounts for Payment</i> – April payments to a value of £4984.29 were APPROVED for payment. The Clerk to place a copy on the website.</p>	<p>Clerk</p>

	<p>b. <i>Bank Reconciliation</i> – a copy of the Bank Reconciliation had been circulated to members.</p> <p>c. <i>Budget Monitor</i> – a copy of the Budget Monitor had been circulated to members.</p> <p>d. <i>Internal audit and annual return</i> – The AGAR was APPROVED by the council and signed by the chair and clerk.</p> <p>e. <i>End of year accounts 2024-25</i> –</p> <p>i. Internal Auditor's report – members considered and ADOPTED the report.</p> <p>ii. Annual Governance statement – members considered and APPROVED the statement.</p> <p>iii. Accounting statement – members received and accepted the accounts prior to submission to the external auditor.</p> <p>iv. Conflict of Interest (CofI) – members confirmed that there is no conflict of interest with BDO Ltd.</p> <p>f. Insurance renewal – The clerk confirmed that this has been renewed from 1st June payment on payment schedule.</p>	
	h. <i>Grant Requests</i> – None for consideration this meeting	
55/2025	<p>Documentation / Correspondence – not covered elsewhere on the agenda. Items previously emailed.</p> <p>Cllr Adams requested that necessary mandates be requested to remove Cllr Goddard from the bank mandate and add Cllr Clare-Dunbavand as a signatory to the bank accounts. Clerk to arrange.</p> <p>Cllr Kelly report the passing of John Granger a Polruan resident who used to do odd jobs for the parish. Clerk to write a letter of condolence to his mother offering sympathy from the parish council.</p>	Clerk
56/2025	<p>Diary Dates –</p> <p>a. Full Council Meeting – 24th June 2025, 7pm. Whitecross village hall.</p> <p>b. Clerk to set out of office response to emails when on leave and recommend any planning queries to be forward to Cllr Ainley</p>	Clerk
57/2025	Information Only / Future Agenda Items –	
59/2025	Planning Enforcement Cases – Cornwall Council had deemed planning enforcement matters to be confidential. Members received a verbal update:	
58/2025	Meeting Closed at 8.45pm	

Signature: (Cllr. Rob Rooney)
Parish Council Chair

Date: 24th June 2025