



## Minutes of the Meeting held on Monday 15<sup>th</sup> April 2019

### Present

Chairman Cllr D Pengelly

### Members

Cllr. A French Cllr. Mrs J Greville Cllr.T Giddy Cllr.A Hawke Cllr. N Jolliff Cllr. P Lightfoot  
Cllr. Mrs A Sharpe Cllr. A Talling Cllr. C Wakeham

### In Attendance

Cllr Mrs E Hannaford CC Mr G Sharpe (Clerk)

### 1 Open Session

- 1.1 Police Report – PCSO Cocks was unable to attend but provided a written brief on crime in the Parish.
- 1.2 Public Participation. Nil

### 2 Closed Session

- 2.1 Apologies for Absence – Cllr. M White

### 3 Members' Matters

- 3.1 Declarations of Interest – Cllr Sharpe declared an interest in Item 6.2. She left the room during discussion of this item and did not take part in the discussion or vote. Cllr Pengelly declared an interest in Item 7- PA19/02151. He left the room during discussion of this item and did not take part in the discussion or vote.
- 3.2 Dispensations – No new dispensation requests.
- 3.3 Gifts and Hospitality - Nil.

### 4 Minutes of the Meetings held on 18<sup>th</sup> March 2019

- **0463 RESOLVED to approve the minutes as read.**
- Proposed by Cllr. Jolliff, seconded by Cllr. Giddy, resolution carried.

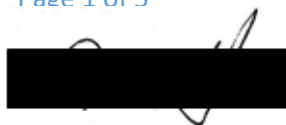
### 5 Matters Arising from last Meeting's minutes

**Item 14.** Cllrs Lightfoot, French and Talling attended the “meet the planners” event on 27<sup>th</sup> March.

**Item 19.1** The Clerk had written to the Old Bridge Practice Manage but had received no reply. He would write again to elicit a response.

### 6 Finance

- 6.1 Financial Statement.
  - **0464 RESOLVED to approve the financial statement, including expenditure from cheque numbers 202660 to 202669 inclusive, totalling £3,534.05**
  - Proposed by Cllr. Wakeham, seconded by Cllr. Jolliff, resolution carried.
- 6.2 Review of Clerk's Salary.



- **0465 RESOLVED to increase the Clerk’s hourly rate from £11.27 to £11.91 in accordance with the National Joint Council for Local Government Services SCP24 agreed pay scale, effective 1 April 2019.**
- Proposed by Cllr. Talling, seconded by Cllr. Lightfoot, resolution carried.

6.3 To consider and approve 2018/19 Accounts and Annual Governance and Accountability Return.

- **0466 RESOLVED to approve the 2018/2019 Annual Governance Statement (Section 1 of Annual Return) for submission to External Audit Authority.**
- Proposed by Cllr. Giddy, seconded by Cllr. Lightfoot, resolution carried.
- **0467 RESOLVED to approve the 2018/2019 Accounting Statements (Section 2 of Annual Return) for submission to External Audit Authority.**
- Proposed by Cllr. French, seconded by Cllr. Greville, resolution carried.

6.4 Appointment of Internal Auditor for financial year 2019/20

- **0468 RESOLVED to appoint Mr B Joliff as internal auditor for Polperro Community Council Accounts for the financial year 2019/20.**
- Proposed by Cllr. Sharpe, seconded by Cllr. Wakeham, resolution carried

**7 Planning Applications** – The following application for development within the Council Boundary were reviewed and response to the planning Authority formulated.

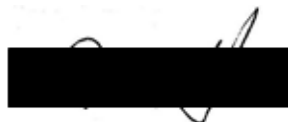
7.1 Applications received and circulated to Members:

Application	Location	Summary of Proposal	Vote
PA19/02151	Seaside, The Warren Polperro	Refurbishment of the fire damaged cottage. Dormer to the south elevation. Reinstatement of chimney.	No Vote Insufficient Information
PA19/02620	Steward Cottage Porthallow	Erection of a replacement dwelling with associated works.	10F/0A/1Away
PA19/02399	Miranda Cottage Little Green Polperro	Listed Building Consent to re-point the existing stonework with lime mortar and slate hang the higher level walls to cover up concrete block-work. Re-configure the porch.	10F/0A/1Away

- **0468 RESOLVED to refer agreed decisions and/or supporting comments to Cornwall Council**
- Proposed by Cllr. Jolliff, seconded by Cllr Sharpe, resolution carried.

7.2 Applications Determined - Report on the status of Planning Proposals decided by Cornwall Council since the last meeting -

PA19/00812	Studio Cottage Quay Road Polperro	Repositioning and replacing slates on the roof, restoring wooden frames of existing skylights, addition of slate vent. Reinstating partially blocked up doorway with narrow steel safety rail.	Approved 20/3/19
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PA19/00813	Studio Cottage Quay Road Polperro	Listed building consent for repositioning and replacing slates on the roof, restoring wooden frames of existing skylights, addition of slate vent. Reinstating partially blocked up doorway with narrow steel safety rail.	Approved 20/3/19
PA19/00904	Bridles, Bridals Lane, Polperro	Use of outbuilding for annexed accommodation to be used for overspill accommodation for family and friends, and for holiday letting purposes.	Approved 8/4/19

7.3 Enforcement matters. Nothing to report.

## 8 Reports

8.1 Cornwall Council Report by Cllr Mrs E Hannaford - Cllr Hannaford provided a written report in advance and answered Members questions.

9 **Public Toilets** – Members discussed the need for refurbishment of Crumplehorn toilets and agreed the extent of works. They then reviewed three quotes for the work and selected the one they considered the best.

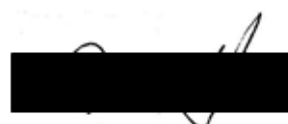
- **0469 RESOLVED to proceed with refurbishment of Crumplehorn Toilets as recommended by the Public Toilet Working Group.**
- Proposed by Cllr. French, seconded by Cllr Wakeham, resolution carried
- **0470 RESOLVED to approve the quote submitted by Fletcher Construction Services and authorise associated costs.**
- Proposed by Cllr. Jolliff, seconded by Cllr Giddy, resolution carried

10 **Neighbourhood Development Plan** – Members agreed that funds remaining to the now dissolved NDP Steering Group could be absorbed by the Council and that further expenditure to print hard copies the NDP and Conservation Area flyers. And any distribution costs would be the responsibility of the Council. They also agreed to take on the administration costs of the NDP website.

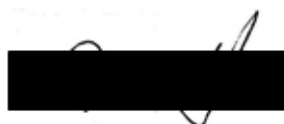
- **0471 RESOLVED to allocate up to £400 to provide for printing and distribution of the Neighbourhood Plan and Conservation Area flyers.**
- Proposed by Cllr. Giddy, seconded by Cllr Wakeham, resolution carried
- **0472 RESOLVED to accept administrative and financial responsibility for the NDP web site.**
- Proposed by Cllr. French, seconded by Cllr Greville, resolution carried

11 **Big Green Project** – Members considered an update and fee estimate on the Ground Contamination investigation required as a condition of the planning approval for the Big Green Project.

- **0473 RESOLVED to accept John Grimes Partnership Fee Proposal Option 2 (Combined Ground Investigation/Remediation Strategy Report) and to authorise associated costs.**
- Proposed by Cllr. Sharpe, seconded by Cllr Greville, resolution carried



- 12 Annual Review of PCC Risk Assessment** – Members reviewed the Council’s risk assessment document.
- **0474 RESOLVED to approve and adopt the Council’s Risk Assessment Document.**
  - Proposed by Cllr. Wakeham, seconded by Cllr Greville, resolution carried
- 13 Seagull Control Programme** – The seagull control programme registration is open until 30<sup>th</sup> April for residential and business properties. Registrations had begun slowly but were expected to increase towards the end of the registration period.
- 14 Burial Ground Contributions** – Members reviewed reports from Lansallos Parochial Church Council and the Liskeard Methodist Circuit regarding costs for the maintenance of Mabel Barrow and Lansallos cemeteries. This will be taken into account when deciding grants at the June meeting.
- 15 Dog Fouling Working Group** – This item was deferred until the next meeting at the request of Cllr White, who was unable to be present at this meeting.
- 16 Cornwall Council Community Governance Review** – Members reviewed the process for boundary review required by Cornwall Council. They considered that the proposal to re-align the boundary at Polean required a lot of work for little value to this parish. It was decided to invite Looe Town Council to pick up some of the burden as they had more to gain.
- 17 Premises Licence Application** – Members approved an application from Polperro Fishermen’s Choir for the 2019 concert season.
- 18 Chapel Pool Repair** – No quotes for the works had yet been provided and no representative of the volunteer group attended the meeting as requested by the Council before. PCC remains willing to assist with financing this effort but requires documentation to support any disbursement of public funds. They would await provision of such information before deciding the level of support.
- 19 Polperro Festival 2019** – Cllr Greville stated that plans were progressing well. The Clerk reminded Council that the Festival Committee has yet to present a formal request to PCC for the use of Big Green. Cllr Greville would so inform the Festival Committee.
- 20 Correspondence (circulated to members for information):**
- Minutes of PPG Board Meeting 19 March 2019
  - Minutes of PPG Business Forum 9 April 2019
  - Copy of One and All News (Cornish Hospitals NHS)
- 21 Any Other Business – For Report Only** - The Council cannot lawfully make decisions on items discussed under this heading. This heading is for reporting items of interest only.
- 21.1 Members selected the most favourable quote for renewal of the Council Insurance Policy. The Clerk will make arrangements with the select company and present the invoice for authorisation once received.
- 21.2 Two members of the Council volunteered to attend CC’s Highways Engagement session in Bodmin on 9 May 19.



21.3 The Clerk was authorised to confirm renewal of the Parking Service Level Agreement with Cornwall Council

**22 Time, Date and Venue of Next Ordinary Meeting** - This was agreed as 7.00pm on **Monday 20<sup>th</sup> May 2019** in the Village Hall. **This meeting is the Annual Meeting where Chair/Vice Chair will be elected.**

**There being no further business, the Chairman closed the meeting at 9.05pm**

Signed .....  .....

Date 20<sup>th</sup> May 2019