

**MINUTES of the ORDINARY MEETING of
The DEVIOCK PARISH COUNCIL held at
THE COASTAL ZONE, DOWNDERRY,
at 7.30pm on Thursday, 8th March 2018.**

PRESENT: Parish Cllrs. Ms. M.E. Temlett (Chair), Downderry Ward
Ms. H. M. Brockbank, Downderry Ward
Mr. M. Gibbons, Downderry Ward
Mr. D. R. Humphreys, Seaton Ward
Mrs. B. M. Lloyd, Downderry Ward
Mr. J. London, Downderry Ward
Mrs. A. Robinson, Hessenford Ward
C. Cllr. R. Pugh
Tim Pullin (Parish Clerk)

1. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATIONS TO SPEAK ON ITEMS ON THE AGENDA:

1.1. To receive declarations of interest from councillors on items on the agenda

None were made.

1.2. To receive requests for dispensations for disclosable pecuniary interests (if any)

No requests were made.

1.3. To grant any requests for dispensations as appropriate

None were made.

2. 10 MINUTE PUBLIC PARTICIPATION PERIOD for public comment on the items below:

2.1. A member of the public made a request for the installation of a bus shelter at the bus stop on Main Road, Downderry, in front of St. Nicolas Church. It was stated that the shelter was needed by both young and old people and that there was a good deal of public support for it. There being no other members of the public wishing to address the meeting, the Chair closed the public participation period.

3. TO ACCEPT APOLOGIES FOR ABSENCE:

3.1. Cllr. J. P. Candy (work commitment), Cllr. D. T. Parry (commitment out of the County), Cllr. Mrs. A. Thorpe (illness)

A **proposal to accept** these apologies for absence was made by Cllr. Mrs. A. Robinson; **seconded** by Cllr. Ms. H. M. Brockbank and **agreed** unanimously by the meeting.

Cllr. J. London informed members that he would need to give his apologies for all meetings in April, May and June 2018 as he would be living out of county while renovations to his house were taking place.

4. MINUTES:

4.1. Minutes of the Ordinary Meeting of 8th February 2018

It was **proposed** by Cllr. Mrs. B. M. Lloyd; **seconded** by Cllr. Mrs. H. M. Brockbank and **AGREED** by the Meeting to accept the minutes as a correct record, subject to minor amendment.

5. REPORTS ON MATTERS ARISING FROM THE MINUTES:

There were no matters arising.

6. POLICE MATTERS:

No matters were raised.

ORDINARY MEETING OF 8th March 2018 (Continued)**7. PLANNING:****7.1. PLANNING COMMITTEE:**

7.1.1. To approve the Minutes of the Meeting of 22nd FEBRUARY 2018 as a correct record. It was **proposed** by Cllr. J. London; **seconded** by Cllr. M. Gibbons and **AGREED** by the Meeting to accept the minutes as a correct record (2 abstentions)

7.1.2. Matters arising from the minutes (*not appearing elsewhere on the agenda*)

In connection with item 9.1. the Clerk informed members that in response to a request from Cllr. J. P. Candy it had been arranged that the Seaton Millennium Benches could be delivered to the premises of Mr. Chris Hirst who would then make final repairs to the woodwork. Cllr. Candy had been informed of this and asked to make contact with the Clerk if he required any help.

7.2. PLANNING APPLICATIONS:

7.2.1. **PA17/10426 Mr. R. Bunyard 1 TREGUNNICK LANE, SEATON, TORPOINT. PL11 3JT**

Construction of balconies (*Planning Officer: Josep Sandercock*)

The Clerk informed members that this was an amendment to original application to include wooden cladding to front elevation of dwelling

After discussion Cllr. Mrs. B. M. Lloyd **proposed support** of the application; this was **seconded** by Cllr. D. R. Humphreys and **agreed** by the Meeting (1 abstention).

7.2.2. **PA18/01803 Mr. T. Cox VALLEY COTTAGE, CHURCH HILL, HESSENFORD. PL11 3HR**

Works to trees in a conservation area, namely reduction of conifer trees (T1 and T2) to 25 feet

(*Planning Officer: Davina Pritchard*)

Cllr. Ms. H. M. Brockbank **proposed support** of the application; this was **seconded** by Cllr. J. London and **agreed** unanimously by the Meeting

7.3. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA:

None had been received.

7.4. PLANNING APPEALS: None had been received.

7.5. PLANNING DECISIONS:

7.5.1 **16.02.2018 PA17/06413 S52/S106 and discharge of condition apps**

Applicant: Mr R Jamieson

Location: 34 Buttlegate Dowlerry Torpoint Cornwall PL11 3NQ

Proposal: Application for the discharge of planning obligation dated in respect of decision notice 81/01150/F

7.5.2. **23.02.2018 PA18/00129/PREAPP Closed - advice given**

Applicant: Ian Brewis Location: Cobland Mill Cobland Hill Eggarooze Torpoint Cornwall

Proposal: Pre-application advice for change of use of annexe from office to holiday let

7.5.3. **26.02.2018 PA18/00607 APPROVED**

Applicant: Mr Cox

Location: An Palmek Looe Hill Seaton Torpoint Cornwall

Proposal: Tree Preservation Order consent to remove 2 lowest limbs back to boundary fence (T1 - Pine). The trees are heavily overhanging my clients house and are now blocking the gutters. Also these branches are very low. Removing these lowest branches will not effect the balance of the tree as they are already weighted heavily towards my clients house.

ORDINARY MEETING OF 8th March 2018 (Continued)**7.6. PLANNING CORRESPONDENCE:**

None had been received.

7.7. PLANNING MATTERS RAISED BY MEMBERS:

No matters were raised.

8. FINANCE:**8.1. Income & Expenditure.****8.1.1. INCOME: JANUARY & FEBRUARY 2018**

Barclays Bank Interest	30.30
Cornwall Council – LMP – PROW 2017 – Grant	417.00
HMRC – VAT Reclaim 2017	1,035.79
JANUARY & FEBRUARY 2018 INCOME TOTALS	
Total £	1,483.09

8.2.2. EXPENDITURE: JANUARY & FEBRUARY 2018

	VAT £	Nett £	TOTAL £
Parish Magazine Printing – Nut Tree Newsletter – January 2018	0.00	87.25	87.25
Cornwall Council – Clerk's Salary – December 2017	1.00	1,580.97	1,581.97
Deviocck Parish Council – Petty Cash	0.00	50.00	50.00
British Gas – Downderry Public Toilets – Electricity (6 th Oct 17 – 4 th Jan 18)	1.96	39.22	41.18
Chris Hurst – Repairs to Bus Shelter (Broads Yard, Downderry)	0.00	600.00	600.00
DM Payroll Services Ltd – PAYE Administration Fee – Half-Year 2017	0.00	50.00	50.00
Parish Magazine Printing – Nut Tree Newsletter – February 2018	0.00	87.25	87.25
David Humphreys – Reimbursement for Seaton Duck Signs Postfix	0.00	20.02	20.02
Cornwall Council – Clerk's Salary – January 2018	1.00	1,580.97	1,581.97
South West Water Business – Seaton Public Toilets 25/10/17 – 31/01/18	0.00	208.00	208.00
South West Water Business – Downderry Public Toilets 25/10/17 – 31/01/18	0.00	103.90	103.90
Helen Brockbank – Mileage Expenses (Bodmin – 5 th February 2018)	0.00	22.50	22.50
Just Roads (Inv. No. 2319) Seaton Public Toilets – Drain Clearance	0.00	80.00	80.00
S. Stidwell (Inv. No. 50) Installation of Duck Signs, Seaton	0.00	70.00	70.00
Downderry & Seaton Village Hall – Agreed Grant for pruning cherry tree	0.00	150.00	150.00

Direct Debit Payments:

BT – Office Telephone & Broadband to 21 st October 2017 (Quarterly payment)	37.14	185.71	222.85
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Standing Order Payments:

MR. J. BIRD – January 2018 Cleansing Contract Payment (Downderry & Seaton)	0.00	493.75	493.75
MR. J. BIRD – February 2018 Cleansing Contract Payment (Downderry & Seaton)	0.00	493.75	493.75
JANUARY & FEBRUARY 2018 EXPENDITURE TOTALS	£ 41.10	5,903.29	5,944.39

Ratification of this expenditure was **proposed** by Cllr. J. London; **seconded** by Cllr. D. R. Humphreys and **approved** unanimously by the Meeting.

8.2. Bank Statements & bank account / interest management

Date	Account	Balance £	
30 Jan. 18	Barclays Community	1,000.00	
30 Jan. 18	Barclays Business Premium	17,513.84	July – Dec 2017 interest £4.92
30 Jan. 18	Barclays Base Rate Reward	71,351.75	Dec 2017 & Jan 2018 interest = £30.30
29 Sept. 17	Lloyds Bank Fixed Term Deposit *	66,307.61	Matures on 29 th March 2018 Interest at 0.36% = £118.37

ORDINARY MEETING OF 8th March 2018 (Continued)**8.2. Bank Statements & bank account / interest management (continued)**

The Clerk informed members that the Lloyds Bank Fixed Term Deposit needed to be reinvested on 29th March 2018. After discussion the Chair **proposed** that the deposit be **reinvested for a period of one year** as a Lloyds Bank Fixed Term Deposit; this was **seconded** by Cllr. Ms. H. M. Brockbank and **approved** unanimously by the meeting.

8.3. LETTERS OF THANKS:

None had been received.

8.4. REQUESTS FOR FUNDING:

8.4.1. Mrs. Claire Croft – Request for funding of up to £50.00 towards cost of plants & compost in 2018 for Bridge Road, Seaton, Grass Verge

Cllr. Mrs. B. M. Lloyd **proposed** funding up to **£50.00**; this was **seconded** by Cllr. M. Gibbons and **agreed** unanimously by the Meeting.

8.4.2. Dowderry Memorial Gardens – Request for funding of up to £400.00 for grass cutting in 2018

The Clerk stated that the group of volunteers who helped to maintain the gardens were struggling to manage the grass cutting on a regular basis as Cornwall Council no longer provided this service. The Clerk requested funding for a contractor to carry out this work.

After discussion Cllr. Mrs. A. Robinson **proposed** funding up to **£250.00** for maintenance of the Dowderry Memorial Gardens and also funding of up to **£250.00** for maintenance of the Seaton Countryside Park, Sensory Gardens; this was **seconded** by Cllr. J. London and **agreed** unanimously by the Meeting.

8.5. FINANCIAL CORRESPONDENCE:

None had been received.

8.6. FINANCIAL BUSINESS RECEIVED AFTER THE PUBLICATION OF THE AGENDA:

8.6.1. To ratify the appointment of Mr. B. Jolliff as Internal Auditor for 2018/19

(Requested honorarium £80.00)

The Clerk stated that the time for internal audit was drawing near and that ratification of the appointment of the Internal Auditor was required.

Cllr. D. R. Humphreys **proposed** that Mr. B. Jolliff be appointed as Internal Auditor to Deviock Parish Council; this was **seconded** by Cllr. Ms. H. M. Brockbank and **agreed** unanimously by the Meeting.

8.7. ACCOUNTS TO BE PAID:

	VAT	Nett	<u>TOTAL</u>
Green Scheme Solutions Ltd (Inv. 907) Seaton Picnic Benches – Project: Phase 1	1,664.00	8,320.00	9,984.00
Green Scheme Solutions Ltd (Inv. 907) Seaton Picnic Benches – Project: Phase 2	1,633.00	8,165.00	9,798.00
Parish Magazine Printing (Inv.2596) Nut Tree Newsletter – Dec. 2017	0.00	111.62	111.62
Parish Magazine Printing (Inv.2871) Nut Tree Newsletter – Mar. 2018	0.00	87.25	87.25
PWS (Inv. 175403) Cleaning supplies for public toilets	20.97	104.85	125.82
Deviock Parish Council – Petty Cash	0.00	50.00	50.00
Total £	3,317.97	16,838.72	20,156.69

It was **proposed** by Cllr. A. Robinson; **seconded** by Cllr. J. London and **RESOLVED** by the Meeting to ratify the Accounts to be Paid expenditure and to transfer £10,000.00 from the Barclays Base Rate Reward account to the Barclays Business Premium account.

ORDINARY MEETING OF 8th March 2018 (Continued)**9. HIGHWAY MATTERS:****9.1. TRAFFIC & PARKING ISSUES: Downderry, Seaton & Hessenford****9.1 Traffic and parking issues Downderry, Seaton & Hessenford**

Cllr. Mrs. A. Robinson suggested that, in view of possible new local housing developments in Downderry, a survey of present traffic flows should be carried out. Cllr. M. Gibbons questioned if there were any guidelines for maximum traffic usage on particular classes of road. It was agreed that a request be made to Cornwall Council Highways Dept. for temporary traffic monitoring at the east end of Downderry and West of Seaton on the B3247.

9.2. PUBLIC TRANSPORT ISSUES:**9.2.1. Request for the provision of a bus shelter on Main Road, Downderry (outside St. Nicolas Church)** (Letter from Mrs. C. Pavar – (1st March 2018).

The Clerk informed members that this matter had previously been debated by the Council in November 2016. C. Cllr. R. Pugh stated that grants of up to £3,000.00 were available for the installation of new bus shelters.

After discussion it was agreed that a feasibility study was required before public consultation should take place. The Clerk was instructed to contact Cornwall Council Highways Department to arrange a site meeting.

Cllr. Ms. H. M. Brockbank informed members that the 75 bus now left Torpoint 15 minutes later at 18.05 hrs and this had helped passengers who were returning from Plymouth, who could now make a connection with the 75 bus.

10. CURRENT / ONGOING BUSINESS:**10.1. STARTER HOMES (previously Affordable Housing):**

Cllr. Ms. H. M. Brockbank stated that she had been unable to make contact with Jo Petford at Hastoe Housing Association regarding an update on the Treliddon Lane, Downderry, site.

10.2. NEIGHBOURHOOD PLAN - Update:

10.2.1. Cllr. Mrs. B. M. Lloyd informed members that the public meeting planned for March 2018 had been delayed because of illness of committee members. The meeting scheduled for 1st March 2018 had also been cancelled because of illness.

An email had been received by the Clerk from Dr. D.C. Watkins, Flood & Coastal Strategic Resilience Lead, Environment Service, stating that Cornwall Council had concluded that Coastal Change Management Area designation should be achieved through Neighbourhood Plans.

11. REPORT BY CORNWALL COUNCILLOR: -

C. Cllr. R. Pugh reported that: -

- 1) He had been dealing with issues relating to flooding at Seaton and had had a site meeting with S.W. Water on 19th February 2018. Repairs to pipe work and re-instatement of the rain water pipe into Seaton Countryside Park would be carried out in April 2018.
- 2) He had attended a Cornwall Council seminar on planning enforcement policy.
- 3) He had agreed £400.00 from the Community Chest to help fund the Downderry First Aid Course.
- 4) The landowner who had recently gained planning permission for development behind Keveral Gardens had confirmed that he would make a payment to the Parish Council of £5,000.00 towards upkeep of recreational equipment in Seaton Countryside Park.
- 5) The cost charged by Cornwall Council for providing disabled parking bays had been reduced to £350.00.

ORDINARY MEETING OF 8th March 2018 (Continued)**12. NEW BUSINESS:-****12.1. CORNWALL COUNCIL / NALC / CALC, ETC DOCUMENTS:****12.1.2. Electoral Review - Name for proposed new Division Area (from 2021)
Request for suggestions from Cllr. Amand Toms**

Members noted this request.

12.2. NEWSLETTERS / REPORTS / BROCHURES, ETC:

None had been received.

12.3. NEW BUSINESS RECEIVED AFTER PUBLICATION OF THE AGENDA**12.3.1. Dog Bin for Downderry Beach**

The Clerk was reminded that a request had been made for reinstatement of the dog bin at Downderry Beach at the end of the footpath from St. Nicolas School. The Clerk agreed to request this from Cornwall Council.

12. 4. MATTERS RAISED BY MEMBERS FOR POSSIBLE INCLUSION ON THE NEXT AGENDA:

12.4.1. Cllr. D.R. Humphreys requested that "Pop-Up" Sites Consultation be an agenda item for the next meeting.

12.4.2. Cllr. Ms. H. M. Brockbank requested that Tanver Yate be an agenda item

12.4.3. Cllr. M. Gibbons informed members that there would be a charity One Day Music Fest at the Inn on the Shore, Downderry on 24th March 2018.

There being no further business, the Chair closed the meeting at 21.05 hrs.