

**DRAFT**  
**MINUTES** of the **ORDINARY MEETING** of  
 The **DEVIOCK PARISH COUNCIL** held at  
**THE COASTAL ZONE, DOWNDERRY,**  
 at 7.30pm on Thursday, **9<sup>th</sup> February 2017.**

**PRESENT:** Parish Cllrs. Mr. D. T. Parry (Chair), Hessenford Ward  
 Ms. M. E. Temlett (Vice-Chair), Downderry Ward  
 Ms. H. M. Brockbank, Downderry Ward  
 Mr. J.P. Candy, Seaton Ward\*  
 D. R. Humphreys, Seaton Ward  
 Mrs. B. M. Lloyd, Downderry Ward  
 Mrs. A. Ratsey, Downderry Ward  
 Mrs. A. Robinson, Hessenford Ward  
 Mrs. A. Thorpe, Hessenford Ward  
 \* Also Cornwall Councillor, Trelawny Division

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**  
 No declarations 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 referred to item 4 of the agenda (Minutes) stating that valuable meeting time could be gained if councillors read the minutes in advance and therefore did not need to check them page by page at the meeting.

2.2. A second member of the public referred to item 9 (Highways matters) stating that there were issues at Narkurs which needed to be addressed:-

1) Problems of road flooding caused by inadequate maintenance of road drains by Cornwall Council.  
 2) Poor condition of the road surface.

3) Speeding traffic through the hamlet. With the Parish Council drawing together actions for a Traffic Regulation Order it would be the ideal time to include a speed limit for the road through Narkurs.

There being no other members of the public wishing to address the Council, the Chair closed the public participation period.

**3. TO ACCEPT APOLOGIES FOR ABSENCE:**

3.1. Cllr. S. J. Parry had given his apologies for absence (work commitments).

A **proposal to accept** this apology for absence was made by Cllr. Mrs. A. Robinson; **seconded** by the Vice-Chair and **agreed** unanimously by the meeting.

**4. MINUTES:**

**4.1. Minutes of the Ordinary Meeting of 12<sup>th</sup> January 2017**

It was **proposed** by Cllr. Mrs. A. Ratsey; **seconded** by Cllr. Mrs. A. Thorpe and **AGREED** unanimously by the Meeting to accept the minutes as a correct record.

## ORDINARY MEETING OF 9<sup>th</sup> February 2017 (Continued)

### 5. REPORTS ON MATTERS ARISING FROM THE MINUTES:

5.1. Cllr. Mrs. A. Ratsey referred to item 5. of the 12<sup>th</sup> January 2017 Minutes, inquiring if a letter to chase up the council's request to Cornwall Council for designation of the parish as coastal change area had been sent and if any answer had been received. The Clerk responded that an email had been sent and an answer received from Dr. D. C. Watkins (*Flood & Coastal Environment Lead, Environment Service*), stating that he was researching this matter but that there was at present little information available to provide guidance for implementation of the policy by Cornwall Council. He would be reporting further in March 2017

5.2. Cllr. Ms. H. M. Brockbank referred to item 7.1.2.1. asking if the Cornwall Council Planning Enforcement Department had been contacted regarding the reinstatement of Cornish hedge on Trewall Hill, Downderry. The Clerk stated that an official request had been made and an acknowledgement received.

### 6. POLICE MATTERS:

#### 6.1. Downderry Beach Signs

Cllr. D. R. Humphreys stated that he was unhappy with the naturist beach directional sign at the bottom of the Downderry School footpath. After discussion Cllr. Mrs. B. M. Lloyd **proposed** that this sign be removed; this was **seconded** by Cllr. D. R. Humphreys and **agreed** by the meeting (one abstention). It was noted that other signs along the beach had been vandalised and it was suggested that a meeting with the police be set up to discuss the possible relocation of replacement signs.

Action by: Clerk

#### 6.2. Hessenford Traffic Speed Monitoring

The Chair informed members that he had been in contact with Sgt. Angela Crow in order to obtain data relating to traffic speed monitoring at Hessenford. The data showed that during monitoring 2014-15 (east to west on the A387) 8.8% of traffic was found to be travelling at more than 35 mph. Recent monitoring (west to east on the A387) recorded 8.2% over 35 mph. In order for the police to set up "speed traps" the percentage of speeding traffic needed to be in excess of 15%.

### 7. PLANNING:

#### 7.1. PLANNING COMMITTEE:

7.1.1. To approve the Minutes of the Meeting of 26<sup>th</sup> JANUARY 2017 as a correct record.

It was **proposed** by Cllr. Mrs. B. M. Lloyd; **seconded** by Cllr. Mrs. A. Thorpe and **AGREED** by the Meeting to accept the minutes as a correct record (two abstentions).

7.1.2. Matters arising from the minutes (*not appearing elsewhere on the agenda*)  
No matters were raised.

#### 7.2. PLANNING APPLICATIONS:

##### 7.2.1. PA17/00690 39 Buttlegate, Downderry PL11 3NQ

Mr and Mrs D. Roberts

Alterations and renovations to existing dwelling (Case Officer – Sarah Stevens)

After discussion the Vice-Chair **proposed support** of the application; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** by the meeting (one abstention).

#### 7.3. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA:

None had been received.

#### 7.4. PLANNING APPEALS:

7.4.1. 16/00295/REF Land Rear of The Red House, Brenton Road, Downderry, Torpoint Cornwall, PL11 3JA New Dwelling and Double Garage  
**APPEAL DISMISSED 6<sup>th</sup> February 2017**

The Clerk was instructed to write to the Cornwall Council Planning Appeals team to thank them for their work on this and other cases in the parish.

Action by: Clerk

**ORDINARY MEETING OF 9<sup>th</sup> February 2017 (Continued)****7.5. PLANNING DECISIONS:****7.5.1. 02.02.2017 PA16/11601 APPROVED**

Applicant: Mr and Mrs D Saunders

Location: 11 Buttlegate Downderry Torpoint Cornwall PL11 3NQ

Proposal: Proposed single storey and first floor extensions This application is a revised proposal following withdrawal of previous application reference PA16/08045

**7.6. PLANNING CORRESPONDENCE:** No correspondence had been received.**7.7. PLANNING MATTERS RAISED BY MEMBERS:**

No matters were raised.

**8. FINANCE:****8.1. Income & Expenditure.****8.1.1. INCOME: DECEMBER 2016 & JANUARY 2017**

Barclays Bank Interest		48.46
<b>DECEMBER 2016 &amp; JANUARY 2017 INCOME TOTALS</b>	<b>Total £</b>	<b>48.46</b>

**8.1.2. EXPENDITURE: DECEMBER 2016 & JANUARY 2017**

	<b>VAT £</b>	<b>Nett £</b>	<b>TOTAL £</b>
Cornwall Council – Clerk’s Salary November 2016	1.00	1,565.29	1,566.29
K. Johnson – PROW & Small Works 2016 + Work at Rocknose Corner	000	1,420.00	1,420.00
Parish Magazine Printing – Nut Tree Newsletter – Jan 17 16 Issue (Inv. 1718) 50% Contribution	0.00	87.25	87.25
Cornwall Council – Clerk’s Salary – Dec 2016 (Inv.98220756)	1.00	1,565.29	1,566.29
Mr. B. Lofts – Repairs to hand rails at Toms Steps, Downderry	0.00	344.39	344.39
Timothy Pullin – Reimbursement for purchase of “AVG Ultimate” Virus protection for office computer and laptop	0.00	20.99	20.99
British Gas – Downderry Public Toilets – Electricity 07/10/16 – 05/01/17	1.95	39.11	41.06
Parish Magazine Printing – Nut Tree Newsletter – Feb 17 Issue (Inv. 1771) 50% Contribution	0.00	87.25	87.25
<b>Direct Debit Payments:</b>			
BT Group PLC – Office Phone & Broadband to 20 <sup>th</sup> April 2017	33.82	169.15	202.97
<b>Standing Order Payments:</b>			
MR. J. BIRD – December 2016 Cleansing Contract Payment (Downderry & Seaton)	0.00	474.00	474.00
MR. J. BIRD – January 2017 Cleansing Contract Payment (Downderry & Seaton)	0.00	474.00	474.00
<b>DECEMBER 2016 &amp; JANUARY 2017 EXPENDITURE TOTALS</b>	<b>£</b>	<b>37.77</b>	<b>6,246.72</b>
			<b>6,284.49</b>

Ratification of this expenditure was **proposed** by the Vice-Chair, **seconded** by Cllr. Mrs. A. Robinson and **approved** unanimously by the Meeting.

**8.2. Bank Statements & bank account / interest management**

<b>Date</b>	<b>Account</b>	<b>Balance £</b>	
31 Jan 17	Barclays Community	1,000.00	
31 Jan 17	Barclays Business Premium	11,959.04	Interest Sep - Dec 2016 = £3.15
31 Jan 17	Barclays Base Rate Reward	71,174.09	Interest Dec 2016 & Jan 2017 = £45.31
29 Mar 16	Lloyds TSB Fixed Term Deposit	65,437.18	Matures on 29 <sup>th</sup> March 2017 Interest at 1.05% = £687.09

**8.3. LETTERS OF THANKS:**

None had been received.

**8.4. REQUESTS FOR FUNDING:****8.4.1. Cornwall Air Ambulance - Request for funds for ongoing work.**

C. Cllr. J. P. Candy **proposed** that the Council grant **£100.00**; this was **seconded** by Cllr. D. R. Humphreys and **agreed** unanimously by the Meeting.

## **ORDINARY MEETING OF 9<sup>th</sup> February 2017 (Continued)**

### **8.5. FINANCIAL CORRESPONDENCE:**

#### **8.5.1. Internal Auditor – To appoint Mr. Barry Jolliff as internal auditor to Deviock Parish Council**

The Clerk informed members that Mr. Jolliff was the former parish clerk of Polperro and currently acted as internal auditor for Pelynt Parish Council. Mr Jolliff had agreed to carry out the 2017 internal audit for an honorarium of £50.00.

C. Cllr. J. P. Candy **proposed that the Council appoint Mr. Barry Jolliff as Internal Auditor to Deviock Parish Council**; this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting.

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

None had been received.

### **8.7. ACCOUNTS TO BE PAID:**

	<b><u>VAT £</u></b>	<b><u>Nett £</u></b>	<b><u>TOTAL £</u></b>
PWS (Inv. 149429) Cleaning supplies for public toilets	24.19	120.94	145.13
Cornwall Council – Clerk's Salary – Jan 2017 (Inv.98222213)	1.00	1,565.29	1,566.29
Mr. B. Lofts – Repairs to Narkurs Noticeboard	0.00	315.00	315.00
Diane Malley – PAYE Payroll Services Admin 2016/17 (2 <sup>nd</sup> half-year) Inv. 353 .16/17	0.00	50.00	50.00
Biffa Waste Services Ltd (Inv.295C98464) Clinical waste collection Seaton Toilets (9/16 – 1/17)	27.31	135.53	163.84
South West Water Ltd. – Seaton Toilets – Water & sewerage charges (21/10/16 – 30/01/17)	0.00	1,134.07	1,134.07
Deviock Parish Council – Petty Cash	0.00	50.00	50.00
<b>TOTAL: £</b>	<b>52.50</b>	<b>3,370.83</b>	<b>3,423.33</b>

It was **proposed** by Cllr. Mrs. A. Thorpe; **seconded** by Cllr. Ms. H. M. Brockbank and **RESOLVED** by the Meeting to ratify the Accounts to be Paid expenditure.

## **9. HIGHWAY MATTERS:**

### **9.1. TRAFFIC & PARKING ISSUES: Downderry, Seaton & Hessenford**

#### **9.1 Traffic and parking issues Downderry, Seaton & Hessenford**

##### **9.1.1. T.R.O. – Report on Site Meeting**

C. Cllr. J. P. Candy listed the various locations considered at the site meeting:-

- 1) Buttlegate: (possible yellow lines at junction with Main Road, Downderry, and on the lower section of the hill
- 2) East and West Camps Bay: (possible yellow lines at junctions with Main road, Downderry)
- 3) Trelidon Lane: (possible yellow lines at junction with Main Road, Downderry)
- 4) Main Road, Downderry (Threeways to West Winds): possible yellow lines
- 5) Tregunnick Lane, Seaton: Double yellow lines on lower section of road opposite houses in order to maintain vehicle egress from the properties
- 6) Seaton Park Road: Possible traffic calming measures
- 7) Looe Hill, Seaton: Possible yellow lines at junction with Bridge Road.
- 8) Keval Lane, Seaton: Yellow lines at junction with Keval Gardens
- 9) To consider a request for a speed limit at Narkurs
- 10) To consider possible measures to alleviate occasional traffic congestion / parking issues on Main Road, Downderry, between West Winds and Oakbee house

After discussion C. Cllr. Candy agreed to invite a Highways officer for a site meeting in the parish to consider viability of the various requests.

**Action by: C. Cllr. Candy**

##### **9.1.2. Narkurs – Traffic and road drainage issues**

The Clerk referred members to the email (6<sup>th</sup> February 2017) from Mr. Holman.

Cllr. Ms. H. M. Brockbank stated that resurfacing of the road was required and the road drains needed to be unblocked. C. Cllr. J. P. Candy stated that he would bring this matter up with the local Highways Steward.

**Action by: C. Cllr. Candy**

## **ORDINARY MEETING OF 9<sup>th</sup> February 2017 (Continued)**

### **9. HIGHWAY MATTERS (continued):**

#### **9.1.3. Rocknose Corner Footpath**

C. Cllr. J. P. Candy informed members that at a recent site meeting Cornwall Council Highways officers had advised against the removal of all vegetation from the southern roadside of Brenton Road, from Rocknose Corner to opposite Far Horizon, because it would increase the risk to traffic, that had left the highway, of rolling down the steep bank above the coastal defences. The officer also suggested that a high roadside kerb be put in place. Discussion ensued regarding the advisability of removing some vegetation before the bird nesting season (commencing 1<sup>st</sup> March 2017). Cllr. Mrs. B. M. Lloyd **proposed** that cutting back of vegetation for one metre from the roadside be carried out; this was **seconded** by Cllr. D. R. Humphreys and **agreed** by the Meeting (one abstention). The Clerk was instructed to contact Mr. K. Johnson to instigate this work.

Action by: Clerk

#### **9.2. P.R.O.W. & Small Works Contracts 2017 – To Award Contracts**

The Clerk informed members that Mr. K. Johnson the current contractor had supplied a quote for this including a price for mowing the grass verges adjacent to Bridge Road car park, Seaton. (PROW £750.00 Small Works £600.00 plus additional £150.00 for grass cutting of the verges adjacent to Bridge Road car park, Seaton). An additional £50.00 was quoted for the pairing back of brambles in the Axe Field.

The Vice-Chair **proposed** that Mr. Johnson be granted these contracts; this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting.

### **9.3. PUBLIC TRANSPORT ISSUES:**

#### **9.2.1. Local Bus Timetable**

Cllr. Ms. Helen Brockbank informed the meeting that she was still in the process of drafting a letter to Citibus requesting changes to its timetable to allow for this. The Clerk would then send the finalised version to Citibus from the Parish Council.

Action by: Cllr. Brockbank

## **10. CURRENT / ONGOING BUSINESS:-**

### **10.1. STARTER HOMES:**

The Clerk reported that he had received a request from Ms. Jo Flint of Hastoe Housing Assoc. to arrange a meeting with Victoria Regan (Affordable Housing Officer, Cornwall Council) in order to discuss the Treliddon Lane, Downderry site. A dates of 20<sup>th</sup> – 23<sup>rd</sup> February 2017 were suggested.

After discussion the Clerk was instructed to arrange the meeting for 11am on 20<sup>th</sup> February 2017.

Action by: Clerk

### **10.2. NEIGHBOURHOOD PLAN - Update:**

Cllr. Mrs. A. Ratsey informed members that following letters being sent out, a good response from local landowners offering land for development had been received. The Neighbourhood Plan team would now be concentrating on the issues of green spaces and development boundaries. It was hoped that a draft submission of the plan could be finalised by the beginning of May 2017 and that this would then be put out for informal consultation.

### **10.3. LOCAL DEVOLUTION PACKAGE:**

The Clerk reported that a Downderry Beach site meeting had been held (31<sup>st</sup> January 2017)

Mr. Andy Bridgen (Maritime Manager, Cornwall Council), Mr. Mike Hill (Local Beach Master) and the Chair and Clerk of Deviock Parish Council were in attendance.

Aspects relating to the possible devolution of the beach hitching rail and slipway were discussed.

Mr. Bridgen agreed to reinstate the hitching rail and repoint the slipway wall before hand over of these assets. Mr. Bridgen also stated that safety equipment would be renewed and maintained.

Details of the employment of the local Beach Master were discussed.

### **10.4. PARISH WEBSITE:**

Cllr. Mrs. B. M. Lloyd reported that she had been in contact with Mr. Mark Gibbons regarding development of the website. Mr. Gibbons had informed her that because of existing work commitments it would be best to set up a meeting in about six weeks' time.

## **ORDINARY MEETING OF 9<sup>th</sup> February 2017 (Continued)**

### **10.5. TANVER YATE – Request for signage:**

Cllr. Ms. H. M. Brockbank **proposed** that a suitable sign be erected at the entrance to Tanver Yate Field, in order to advertise the fact that the land was owned by the Parish Council; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** by the Meeting.

**Action by: Clerk**

### **10.6. ANNUAL PARISH MEETING:**

The Clerk reminded members that the Annual Parish Meeting would take place on Thursday 20<sup>th</sup> April 2017. C. Cllr. J. P. Candy suggested that the Council should invite local organisations to send representatives who could each provide a short resume of their work in the parish to the meeting. This was agreed by the Meeting.

The Clerk suggested that Cornwall Air Ambulance could also be asked to provide a speaker for the meeting; this was also agreed by the meeting.

**Action by: Clerk**

### **11. REPORT BY CORNWALL COUNCILLOR:-**

C. Cllr. J. P. Candy reported that:-

- 1) The M.U.G.A. at Seaton Countryside Park would be installed during the following week
- 2) That the Cornwall Council Governance Review was likely to finalise the reduced number of councillors at a figure of about 99 from 2021 but that the final decision lay with the Boundary Commission.
- 3) That further to the National Brexit Committee visit to Cornwall there would be a council debriefing session next week.
- 4) Luxstowe House, Liskeard was to undergo refurbishment at a cost of approximately £1.6 million.

### **12. NEW BUSINESS:-**

#### **12.1. CORNWALL COUNCIL / NALC / CALC, ETC DOCUMENTS:**

None had been received.

#### **12.2. NEWSLETTERS / REPORTS / BROCHURES, ETC:**

None had been received.

#### **12.3. NEW BUSINESS RECEIVED AFTER PUBLICATION OF THE AGENDA**

The Chair distributed copies of a planning guide providing information on what were allowable planning objections.

#### **12.4. MATTERS RAISED BY MEMBERS FOR POSSIBLE INCLUSION ON THE NEXT AGENDA:**

- 12.4.1. Cllr. D. R. Humphreys reported that roof repairs to Seaton Public toilets were required
- 12.4.2. Cllr. Mrs. B. M. Lloyd requested that Parish signage be an agenda item
- 12.4.3. C. Cllr. J. P. Candy requested that Tanver Yate Field and the Dragon's Teeth WW2 defences, Seaton, be agenda items
- 12.4.4. Cllr. Mrs. A. Robinson requested that dog waste bins be an agenda item

There being no further business, the Chair closed the meeting at 21.25 hrs.