

**MINUTES of the ANNUAL MEETING of
The DEVIOCK PARISH COUNCIL held at The COASTAL
ZONE, DOWDERRY at 7.00pm on Thursday,
11th MAY 2017.**

PRESENT: Parish Cllrs. D. T. Parry, Hessenford Ward, Chair
Ms. M. E. Temlett, Downderry Ward, Vice-Chair
Ms. H. M. Brockbank, Downderry Ward
J. P. Candy, Seaton Ward
M. Gibbons, Downderry ward
D. R. Humphreys, Seaton Ward
Mrs. B. M. Lloyd, Downderry Ward
J. London, Downderry Ward
S. J. Parry, Seaton Ward
Mrs. A. Robinson, Hessenford Ward
Mrs. A. Thorpe, Hessenford Ward

Mr T. Pullin, Parish Clerk
Mr. R. Pugh (Cornwall Councillor, Trelawny Division)

10 MINUTE PUBLIC PARTICIPATION PERIOD

There being no members of the public wishing to address the meeting, the Chair closed the Public Participation Period.

The Chair declared the Annual Meeting in session.

1. ELECTION OF THE CHAIR:

The Clerk asked for nominations for the Chair

Cllr. Mrs. A. Thorpe **nominated Cllr. Ms. M. E. Temlett**; this was **seconded** by Cllr. Ms. H. M. Brockbank and **agreed unanimously by the Meeting that she be ELECTED CHAIR for the ensuing year.**

Cllr. Mrs. M. E. Temlett took over chairmanship of the meeting from Cllr. D. T. Parry.

2. APOLOGIES:

All councillors being present, no apologies were received.

3. ELECTION OF VICE-CHAIR:

Cllr. Ms. H. M. Brockbank **nominated Cllr. D. T. Parry**; this was **seconded** by Cllr. Mrs. A. Thorpe.

Cllr. Mrs. B. M. Lloyd **nominated Cllr. J. P. Candy**; this was **seconded** by Cllr. D. R. Humphreys.

An election having taken place by signed ballot, the Clerk announced that **Cllr. D. T. Parry was ELECTED VICE-CHAIR for the ensuing year.**

4. DECLARATIONS OF ACCEPTANCE OF OFFICE were signed by Cllrs. Ms. M.E. Temlett and D. T. Parry, as Chair and Vice-Chair respectively, and were duly witnessed by the Clerk as Proper Officer of the Council.

ANNUAL MEETING 2017 (continued)

5. ELECTION OF PLANNING COMMITTEE:

Cllr. Mrs. A. Thorpe **proposed** that **all councillors except Cllr. Mrs. A. Robinson**, should be members of this Committee and that the required quorum for meetings of the committee should be five; this was **seconded** by the Chair and **agreed** unanimously by the Meeting.

6. ELECTION OF FINANCE & GENERAL PURPOSES COMMITTEE

The Chair **proposed** that **all councillors except Cllr. Mrs. A. Thorpe** should be members of this Committee and that the required quorum for meetings of the committee should be five; this was **seconded** by the Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting.

7. ELECTION OF AFFORDABLE HOUSING WORKING PARTY

Cllr. Mrs. A. Thorpe **proposed** that councillors: Ms. H. M. Brockbank, J. P. Candy, D.T. Parry, S. J. Parry, Mrs. A. Robinson and Ms. M. E. Temlett should be members of this working party; this was **seconded** by the Chair and **agreed** unanimously by the Meeting.

8. ELECTION OF DEVIOCK MEMBERS OF NUT TREE JOINT SUB-COMMITTEE: (with St. Germans Parish Council).

The Vice-Chair **proposed** that **Cllrs. D. T. Parry, Ms. M.E. Temlett & Mrs. A. Thorpe, with Ms. H. M. Brockbank as a substitute**, be elected to this committee for the ensuing year; this was **seconded** by **Cllr. Mrs. A. Thorpe** and **agreed** unanimously by the Meeting. St. Germans Parish Council would be advised.

9. REPRESENTATIVES APPOINTED TO OUTSIDE BODIES:

9.1. St. Germans Rail Users Group and The Rame Peninsula Public Transport Users Group

Cllr. Mrs. A. Thorpe **proposed** that **Cllr. Ms. H. M. Brockbank & C. Cllr. J. P. Candy** be nominated to become the Deviock Parish Council representatives on the **St. Germans Rail Users Group and The Rame Peninsula Public Transport Users Group**, this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the meeting.

9.2. St. Germans & District Twinning Association

Cllr. J. P. Candy **nominated** **Cllr. D. T. Parry**; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the Meeting.

9.3. Cornwall Community Flood Forum

The Vice-Chair **nominated** **Cllr. J. London**; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the Meeting.

10. REPRESENTATIVES FOR COMMUNITY NETWORK AREA MEETINGS:

Cllr. Mrs. A. Robinson **nominated** **Cllrs. J. P. Candy & Mrs. B. M. Lloyd**; this was **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the Meeting.

ANNUAL MEETING 2017 (continued)

11. BANK MANDATE: CHEQUES. CURRENT SIGNATORIES:

Cllr. Mrs. A. Thorpe **proposed** that the **Chair, Vice-Chair, Cllr. J. P. Candy and the Clerk** be official signatories to Council bank accounts; this was **seconded** by Cllr. D. R. Humphreys and **agreed** unanimously by the Meeting.

12. COUNCILLORS' ACCEPTANCE OF RECEIVING COUNCIL COMMUNICATIONS BY EMAIL:

The Clerk informed members that it was recommended that councillors be asked annually for their acceptance of asked for their acceptance of receiving council communications by email. A Council resolution is on this was therefore requested.

Cllr. J. P. Candy **proposed** that councillors accept the receipt of Council communications by email; this was **seconded** by the Vice-Chair and **agreed** unanimously by the Meeting.

13. COUNCILLORS' ALLOWANCES:

Cllr. J. P. Candy **proposed** that Councillors continue to be paid attendance allowance upon request to the Clerk.

Any request for payment of attendance allowance for the year would need to be made by the end of the Annual Meeting of the following year. Attendance allowance would be paid quarterly in arrears, of up to four quarterly payments at one time.

Travel and subsistence allowances for Members, that the Council has designated as an Approved Duty, outside the Parish Boundary, would remain unchanged.

This was **seconded** by the Vice-Chair and **agreed** unanimously by the Meeting.

14. COUNCILLORS' EXPENSES

It was **proposed** by the Vice-Chair, **seconded** by Cllr. J. P. Candy and **RESOLVED** that the payment for 2017/18 expenses should be allowed on the same basis as that adopted for 2016/17 i.e.

a) Mileage and subsistence expenses claims in connection with official duties outside the Parish to be based on C.A.L.C. / N.A.L.C. current recommendations.

b) Stationery (ie. towards paper and printer ink or toner for printing e-mailed Council documents shall be **£25.00** for each of the Members who normally receive Council documents by e-mail.

c) That payment of a **£50.00** contribution be made towards the cost of expenses in connection with work carried out by the editor of the Nut Tree Newsletter in the year 2017/18.

15. REGISTER OF MEMBER'S INTERESTS:

The Clerk reminded Members of their obligation to complete and submit their Register of Member's Interests forms and that any changes needed be notified to Cornwall Council within 28 days. The Clerk had new forms available at the Parish Office.

16. MINUTES:

16.1. It was **proposed** by the Vice-Chair **seconded** by C. Cllr. J.P. Candy and **AGREED** unanimously by the Meeting that, subject to minor amendment, the Minutes of the meeting of **13th APRIL 2017** be approved as a correct record and signed by the Chair.

ANNUAL MEETING 2017 (continued)

16.2. MATTERS ARISING FROM THE MINUTES:

16.2.1. Cllr. Ms. H. M. Brockbank referred to item 10.4. of the minutes (Tanver Yate, tenancy agreement) asking what action was being taken with this. Cllr. J. P. Candy informed members that the existing user would be vacating the field by 31st May 2017. Cllr. Candy suggested that a meeting with the Jefferis family was required to discuss the allotment project and Cllr. B. M. Lloyd proposed that an action meeting to progress the Tanver Yate allotment project should be held before the next council meeting.

17. POLICE MATTERS:

Cllr. J. P. Candy drew the attention of members to recent vandalism of construction machinery at a site for development on land adjacent to Brannys, Looe Hill, Seaton, resulting in damage incurred being in excess of £3,100.00. Cllr. Candy reported the local police were extremely slow to respond and little investigation of the incident has taken place. The building contractor has felt unable to continue at the site. Cllr. Candy **proposed** that a letter of complaint to the Chief Constable of Devon and Cornwall Police be sent; this was **seconded** by Cllr. D. Gibbons and **agreed** by the meeting.

18. PLANNING:

18.1. PLANNING APPLICATIONS:

No applications had been received for consideration.

18.2. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA: None had been received.

18.3. PLANNING APPEALS: None had been received.

19. PLANNING DECISIONS:

19.1. PA17/01305 11.04.2017 APPROVED

Applicant: Mr Guy Berncastle

Location: The Parlour, Deviock Farm, Deviock Hill, Downterry. PL11 3DL

Proposal: Application for removal of condition 12 of Decision Notice 06/01551/FUL for change of use of agricultural barns into farmhouse and two self-contained holiday cottages (agricultural occupancy condition)

19.2. PA17/02118 27.04.2017 APPROVED

Applicant: Mr C Havemann

Location: Derry House, Main Road, Downterry. PL11 3JX

Proposal: Replacement staircase from garden to deck area at the beach.

19.3. PA17/02586 28.04.2017 Decided not to make a TPO (TCA apps)

Applicant: D Cornack & A Crook

Location: The Coach House, Church Hill, Hessenford. PL11 3HR

Proposal: Tree works to trees within a conservation area.

19.4. PA17/02583 28.04.2017 Decided not to make a TPO (TCA apps)

Applicant: D Cornack & A Crook

Location: The Coach House, Church Hill, Hessenford. PL11 3HR

Proposal: Tree works to fell an Aspen (*Populus tremula*) within a conservation area.

ANNUAL MEETING 2017 (continued)

20. PLANNING CORRESPONDENCE:

None had been received.

21. NEIGHBOURHOOD PLAN

Cllr. Mrs. B. M. Lloyd updated councillors on the plan stating that the site map had been completed. A public meeting would be arranged for early June 2017.

22. REPORT BY CORNWALL COUNCILLOR:

Cornwall Councillor R. Pugh informed members that:-

- That he had been elected to represent the Trelawny Division. The election had been very close. His aim was to bring the area together.
- A rumour that the local bus service was under threat was unfounded, however changes to the service would occur from 28th May 2017. The double-decker bus would no longer be used, being replaced by a single-decker bus which would terminate at Torpoint.
- CORMAC had completed resurfacing work at the Marsh View car park in Seaton.
- He had attended the pre-application public meeting held at the Seaton Beach Cafe to consider proposals for a site with existing outline permission at Keveral Gardens (PA17/01100/PREAPP). The application was for 10 large dwellings. C. Cllr. Pugh suggested that the introduction of some affordable housing into the scheme could help to make the development more palatable to local residents.
- Safeguarding was an increasingly important issue that parish councillors needed to take some responsibility for. In Cornwall there was currently a shortage of those offering to foster children.

23. FINANCE:

23.1. Income & Expenditure.

23.1.1. INCOME: MARCH & APRIL 2017

Barclays Bank Interest	29.74
Lloyds Bank – Fixed Term Deposit Interest	687.09
Cornwall Council - 2017/18 Precept Payment (First Half-Year)	19,555.00
Cornwall Council – 2017/18 CTS Grant (First Half-Year)	594.36
March & APRIL 2017 INCOME TOTALS	Total £ 20,866.19

23.1.2. EXPENDITURE: MARCH & APRIL 2017

	<u>VAT £</u>	<u>Nett £</u>	<u>TOTAL £</u>
Biffa Waste Services Ltd - (Inv.295C10923) Clinical waste collection Seaton Toilets (Feb 2017)	5.33	26.64	31.97
British Gas – Downderry Public Toilets – Electricity (February 2017)	0.46	9.26	9.72
Timothy Pullin – Replacement Dehumidifier for Parish Office – Reimbursement	0.00	215.00	215.00
Cornwall Air Ambulance – Agreed Grant	0.00	100.00	100.00
Parish Magazine Printing – Nut Tree Newsletter – March 17 16 Issue (Inv. 1718) 50% Contribution	0.00	87.25	87.25
S.W. Water Ltd – Downderry Public Toilets (21/10/16 – 31/01/17) Inv. 7056685146	0.00	199.64	199.64
JEBV Supplies Ltd. Seaton Public Toilets (Inv. 38707) Replacement Toilet Roll Holders	26.80	134.00	160.80
Cornwall Council – Non Domestic Rates 2017/18 Downderry Public Toilets	0.00	686.83	686.83
Cornwall Council – Clerk’s Salary – Feb 2017 (Inv.98227914)	1.00	1,565.29	1,566.29
PWS (Inv. 154232) – Cleaning Supplies for public toilets	25.97	129.82	155.79

ANNUAL MEETING 2017 (continued)

23. FINANCE (continued):

23.1.2. EXPENDITURE: MARCH & APRIL 2017 (continued)

	<u>VAT £</u>	<u>Nett £</u>	<u>TOTAL £</u>
Biffa Waste Services Ltd. - (Inv.295C22823) Clinical waste collection Seaton Toilets (Mar 2017)	6.66	33.30	39.96
DCB Plant Hire – Rocknose Corner – Hire of swing shovel and clearance of roadside bank	68.00	340.00	408.00
Cornwall Council – Clerk’s Salary – March 2017 (Inv.98228665)	1.00	1,565.29	1,566.29
Deviocck Parish Council – Petty Cash	0.00	50.00	50.00
Cornwall Association of Local Councils – 2017/18 Subscription	47.84	394.69	442.53
Sumo Services Ltd – Survey of Treliddon Lane, Downderry, Affordable Housing Site	130.00	650.00	780.00
The Glass Shack – 2017 Twinning Visit – Official Gift	0.00	130.00	130.00

Direct Debit Payments:

BT – Office Telephone & Broadband to 20 th July 2017 (Quarterly payment)	36.70	183.53	220.23
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Standing Order Payments:

MR. J. BIRD – March 2017 Cleansing Contract Payment (Downderry & Seaton)	0.00	474.00	474.00
MR. J. BIRD – April 2017 Cleansing Contract Payment (Downderry & Seaton)	0.00	493.75	493.75
MARCH & APRIL 2017 EXPENDITURE TOTALS	£ 349.76	7,468.29	7,818.05

It was **proposed** by Cllr. Mrs. A. Thorpe, **seconded** by Cllr. Mrs. A. Robinson and **RESOLVED** to ratify the above expenditure.

Cllr. J. P. Candy left the meeting at 20.07 hrs.

23.2. TO CONFIRM THE ANNUAL GOVERNANCE STATEMENT

Councillors made a positive affirmation to all the questions in the Annual Governance Statement relating to the year ending 31st March 2017.

A **proposal** to agree the Annual Governance Statement was made by Cllr. S. J. Parry, **seconded** by Cllr. D. R. Humphreys and **agreed** unanimously by the Meeting.

23.3. 2016/17 ACCOUNTS

TO APPROVE THE ANNUAL RETURN FOR YEAR ENDING 31st MARCH 2017

	<u>YEAR ENDING 31/03/2017</u>	<u>YEAR ENDING 31/03/2016</u>
	<u>£</u>	<u>£</u>
Balances Brought Forward:	145,720	151,646
Annual Precept:	39,110	29,194
Total Other Receipts:	8,503	27,196
Staff Costs:	19,000	20,130
Loan Interest / Capital Repayments:	0	0
All Other Payments:	30,572	42,186
Balances Carried Forward:	143,761	145,720
Total Cash & Short Term Investments:	143,761	145,720
Total Borrowings:	0	0
Trust Funds:	None	None

The Clerk reported that the accounts had been inspected and approved by the Internal Auditor. A **proposal to approve the Annual Return for the Year Ending 31st March 2017** was made by Cllr. Mrs. A. Thorpe; this was **seconded** by the Vice-Chair and **agreed** unanimously by the Meeting.

ANNUAL MEETING 2017 (continued)

23. FINANCE (continued):

23.4. BANK STATEMENTS & BANK ACCOUNT / INTEREST MANAGEMENT:

Date	Account	Balance £	
29 April 16	Barclays Community	1,000.00	
29 April 16	Barclays Business Saver	25,071.04	
29 April 16	Barclays Base Rate Reward	70,920.61	<i>Interest January & February 2016 = £60.15</i>
29 Mar 16	Lloyds TSB Fixed Term Deposit	65,437.18	<i>Matures on 29th March 2017 Interest at 1.05% = £687.09</i>

23.5. TO REVIEW AND APPROVE:-

- A) **The Council's Internal Control Policy for the year ending 31st March 2018**
- B) **The Council's Risk Assessment, dated 8th May 2017**
- C) **The Council's Financial Regulations as adopted on 12 February 2015**

The Council reviewed the above documents. The Vice-Chair **proposed** adoption of documents A & B and continued adoption of the Financial Regulations; this was **seconded** by Cllr. Ms. H. M. Brockbank and **agreed** unanimously by the Meeting.

23.6. TO AUTHORISE USE OF INTERNET BANKING FOR "READ ONLY" USE BY THE CLERK OF THE PARISH COUNCIL:

It was **proposed** by the Cllr. S. J. Parry, **seconded** by the Vice-Chair and **RESOLVED** to authorise use of internet banking for "read only" use by the Parish Clerk.

23.7. LETTERS OF THANKS (received by the date of the meeting):

23.7.1. Friends of Dowderry Memorial Gardens – Email from Cllr. London 8th May 2017
This letter of thanks was noted by the members.

23.8. REQUESTS FOR FUNDING:

No requests had been received.

23.9. FINANCIAL BUSINESS RECEIVED AFTER PUBLICATION OF AGENDA:

The Clerk informed members that the Internal Auditor had recommended that the Council undertake a mid-term review of financial procedures on an annual basis. It was agreed that this should be made an agenda item for the next meeting.

23.10. ACCOUNTS TO BE PAID:

	<u>VAT £</u>	<u>Nett £</u>	<u>TOTAL £</u>
British Gas – Dowderry Public Toilets – Electric supply 1 st Feb – 6 th April 2017	1.32	26.59	27.91
South West Water Ltd – Seaton Public Toilets – 31 st Jan – 21 st April 2017	0.00	691.27	691.27
South West Water Ltd – Dowderry Public Toilets – 1 st Feb – 21 st April 2017	0.00	154.84	154.84
Parish Magazine Printing – Nut Tree Newsletter – April 2017 (invoice 1930)	0.00	87.25	87.25
Parish Magazine Printing – Nut Tree Newsletter – May 2017 (invoice 1979)	0.00	87.25	87.25
Barriers Direct – Barrier post and tape for Rocknose roadside bank	12.44	62.21	74.65
PWS – Public toilets cleaning supplies (Inv. 155684)	19.43	97.14	116.57
St. Germans Group P.C.C. – Parish Office Rent (1st Nov 2016 - 30 th April 2017)	0.00	650.00	650.000
Printerland.co.uk – Office Printer – Hi-Cap Toner Cartridge	23.52	117.60	141.12
TOTAL: £	56.71	1,974.15	2,030.86

It was **proposed** by the Vice-Chair, **seconded** by Cllr. A. Thorpe and **RESOLVED** by the Meeting to ratify the above expenditure.

ANNUAL MEETING 2017 (continued)

24. CURRENT / ONGOING BUSINESS:

24.1. PARISH PROJECTS:

24.1.1. Tanver Yate – To consider a request for a permissive footpath from Treliddon Lane, Dowderry to the Tanver Yate field

Cllr. Ms. H. M. Brockbank **proposed** that the Parish Council write to the owner of the land between Treliddon Lane and Tanver Yate field to ask if he would give permission for a permissive footpath on his land; this was **seconded** by the Vice-Chair and **agreed** unanimously by the meeting

24.2. HIGHWAY MATTERS:

24.2.1. Rocknose – To consider insurance issues relating to this land

Cllr. J. London informed members that concerns about road user safety had been expressed to him by local residents. With the removal of the roadside bank on the south side of Brenton Road, at the location of the Rocknose land owned by the Parish Council, there was now no barrier to prevent vehicles from veering down the steep bank to the sea defences. Cllr. London wondered what public liability issues were raised by this and if the Council would be covered for insurance claims relating to any incidents there.

After discussion it was suggested that drivers needed to be responsible for their own safe driving on the highway and that the council had no responsibility in this regard.

The Vice-Chair stated that a roadside post and rail fence would be erected.

24.2.2. Footpath 10 (Dowderry Public Toilets to beach)

Cllr. J. London informed members that a large pothole had formed at the beach end of Footpath 10 on a steep incline. Barrier tape had been erected to warn the public but repair was required. After discussion the Clerk was instructed to inform Cornwall Council.

24.2.3. Deviock Parish T.R.O. Issues

The requests for the highway status of Church Hill, Hessenford, to be altered were discussed. C. Cllr. R. Pugh stated that public consultation necessary in order to establish what was required.

The Vice-Chair **proposed** that he raise this matter at the next meeting of the Hessenford Resident Association, in order to seek clarification of what was being asked for; this was **seconded** by Cllr. J. London and **agreed** unanimously by the Meeting.

24.3. PUBLIC TRANSPORT ISSUES:

24.3.1. Cllr. Ms. H. M. Brockbank stated that buses operating under the new timetable for the 75 route terminated at Torpoint. Easy connections with Plymouth routes had proved difficult in the past and she hoped that the new timetable would offer a better service.

24.4. DEVOLTION OF ASSETS TO THE PARISH COUNCIL – UPDATE:

The Vice-Chair stated that he had received no response from “the old council” to the estimates of income and expenditure for assets proposed for transfer under the current package. The Vice-Chair would resend this information and hoped for email responses before the next council meeting.

ANNUAL MEETING 2017 (continued)

24. CURRENT / ONGOING BUSINESS (continued):

24.5. SEATON COUNTRYSIDE PARK – PICNIC BENCHES – UPDATE:

Cllr. S. J. Parry informed members that he had been successful in securing a grant from Tesco towards the cost of purchasing and installing the benches. He had received a quotation for the work from Green Scheme but asked if councillors could recommend other contractors in order to provide additional quotations for comparison.

24.6. DOG WASTE BINS – UPDATE:

The Vice-Chair agreed to report back at the next meeting.

25. NEW BUSINESS:

25.1. CORNWALL / NALC / CALC, ETC DOCUMENTS received to date – None had been received.

25.2. CORRESPONDENCE RECEIVED BY DATE OF MEETING:

No correspondence had been received.

25.3. NEWSLETTERS / REPORTS / BROCHURES, ETC:

War Memorials Bulletin – May 2017 and L.C.R. – Spring 2017 were available for inspection.

25.4. NEW BUSINESS RECEIVED AFTER PUBLICATION OF THE AGENDA:

25.4.1. Renewal of Hall Hire of Dowderry Methodist Church (The Zone) from September 2017 for one year

After discussion the Vice-Chair **proposed** renewal of the Hall Hire agreement with Dowderry Methodist Church for the period of one year; this was **seconded** by Cllr. D. R. Humphreys and **agreed** unanimously by the meeting.

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

25.5.1. Cllr. Mrs. A. Thorpe requested two items for the next agenda:-

- a) Defibrillator for Hessenford
- b) Hessenford W1 Funding

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

25.5.3. Cllr. S. J. Parry requested that Seaton Picnic benches be put on the agenda.

25.5.4. Cllr. J. London requested two items-

- a) Councillor attendance at meetings
- b) Waste bins at the children's play area, Seaton Countryside Park

25.5.5. Cllr. M. Gibbons requested that the Parish Website be an agenda item

25.5.6. Cllr. D. R. Humphreys requested that dog access to Seaton beach be an agenda item

25.5.7. Cllr. Mrs. B. M. Lloyd requested two items:-

- a) Fly tipping in the Parish
- b) Funding for the "Dragons Teeth" WW2 defences, Seaton

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