

**MINUTES of the ANNUAL MEETING of
The DEVIOCK PARISH COUNCIL held at The
COASTAL ZONE, DOWNDERRY at 7.30pm on
Thursday, 12th MAY 2016.**

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

Mr T. Pullin, Parish Clerk

* Also Cornwall Councillor (Trelawny Division)

The Chair declared the Annual Meeting in session.

10 MINUTE PUBLIC PARTICIPATION PERIOD

The Chair opened the ten minute Public Participation Period.

Referring to item 2 on the agenda (apologies for absence), a member of the public expressed concern that C. Cllr. Candy had not given apologies for non-attendance of the Annual Parish Meeting. The member of public had also been surprised that C. Cllr. Candy had left the previous Council meeting early (14th April 2016) after a disagreement with the Chair. The member of the public considered this to be acting in an unprofessional manner and suggested that C. Cllr. Candy should resign as both Cornwall Councillor and Parish Councillor.

C. Cllr. Candy responded that his necessary absence from the Annual Parish Meeting had been discussed at the 14th April Council meeting and therefore councillors were aware that he would not be present.

There being no other members of the public present 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. D. T. Parry**; this was **seconded** by Cllr. Mrs. A. Robinson.

C. Cllr. J. P. Candy **nominated Cllr. Mrs. B. M. Lloyd**. Mrs Lloyd declined to stand. It was therefore **agreed by the Meeting that Cllr. D. T. Parry be ELECTED CHAIR** for the ensuing year (one abstention).

Cllr. D. T. Parry therefore continued as Chair of the Meeting.

2. APOLOGIES:

Cllr. Ms. H. M. Brockbank (Sporting commitment); Cllr. D. E. Foote (holiday) & Cllr. Mrs. A. Ratsey (work commitments)

A **proposal to accept** the above apologies was made by Cllr. Mrs. A. Robinson; **seconded** by Cllr. Mrs. A. Thorpe and **agreed** unanimously by the Meeting.

ANNUAL MEETING 2016 (continued)

3. ELECTION OF VICE-CHAIR:

C. Cllr. J.P. Candy nominated Cllr. Mrs. B. M. Lloyd; this was seconded by Cllr. Ms. M. E. Temlett.

Cllr. Mrs. A. Robinson nominated Cllr. Ms. M. E. Temlett; this was seconded by Cllr. Mrs. A. Thorpe.

An election having taken place by signed ballot, the Clerk announced that Cllr. Ms. M. E. Temlett was ELECTED VICE-CHAIR for the ensuing year.

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

5. ELECTION OF PLANNING COMMITTEE:

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

6. ELECTION OF FINANCE & GENERAL PURPOSES COMMITTEE

Cllr. Mrs. A. Thorpe 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

C. Cllr. J. P. Candy proposed that councillors: Ms. H. M. Brockbank, 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 Cllr. Mrs. A. Thorpe and agreed unanimously by the Meeting.

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

C. Cllr. J. P. Candy 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 the Vice-Chair 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. Robinson 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 the Vice-Chair and agreed unanimously by the meeting.

ANNUAL MEETING 2016 (continued)

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

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

10. REPRESENTATIVES FOR COMMUNITY NETWORK

AREA MEETINGS:

The Chair **nominated** Cllrs. D. E. Foote & Mrs. B. M. Lloyd; this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting.

11. BANK MANDATE: CHEQUES. CURRENT SIGNATORIES:

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

14. COUNCILLORS' EXPENSES

It was **proposed** by Cllr. Mrs. A. Robinson, **seconded** by Cllr. Mrs. A. Thorpe and **RESOLVED** that the payment for 2016/17 expenses should be allowed on the same basis as that adopted for 2015/16 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 2016/17.

ANNUAL MEETING 2016 (continued)

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 14th APRIL 2016 be approved as a correct record and signed by the Chair.

16.2. MATTERS ARISING FROM THE MINUTES:

16.2.1. C. Cllr. J. P. Candy referred to item 10.4. of the minutes (Broads Yard Car Park, Downderry) stating that no mention of any compulsory purchase of land had been made at a recent site meeting between Cornwall Council and Morweth View Ltd. This was confirmed by the Chair who had been in attendance at that meeting.

17. POLICE MATTERS: There were no matters to report.

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. 12.04.2016 PA16/01091 REFUSED

Applicant: Mr. A. Jones

Location: Land Adjacent Bridge House, Bridge Road, Seaton, Cornwall

Proposal: Construction of two pairs of semi-detached dwellings

19.2. 13.04.2016 PA16/00869 REFUSED

Applicant: Mr. Stuart Fitz-Barton

Location: Land Rear of the Red House, Brenton Road, Downderry, Cornwall

Proposal: New Dwelling and Double Garage

19.3. 22.04.2016 PA16/02433 APPROVED

Applicant: Mr. & Mrs. J. Murdoch

Location: Lower Mead, 3 East Camps Bay, Downderry, Torpoint, Cornwall

Proposal: Single storey extension to the south elevation including alterations

19.4. 22.04.2016 PA16/02497 Decided not to make a TPO (TCA apps)

Applicant: Mr. Peter Lewis

Location: Land to the Rear of 4 West End, Hessenford, Cornwall

Proposal: Notification of proposed works to trees in a conservation area – Reduce the height of 4 Beech trees

ANNUAL MEETING 2016 (continued)

19. PLANNING DECISIONS (continued):

19.5. 06.05.2016 PA16/02363 REFUSED

Applicant: Mr. David Webber

Location: Land at Rear of Down Cliff, Brenton Road, Downderry, Cornwall

Proposal: One four bed dwelling

20. PLANNING CORRESPONDENCE:

20.1. Paperless Planning

Cllr. S. J. Parry suggested that the Parish Council should look at details of the installation of a flat screen T.V. and computer link that had been carried out by Saltash Town Council in order to determine whether a similar system would be suitable for Deviock Parish Council. The Clerk agreed to investigate this.

20.2. St. Germans Parish – Planning Application

Cllr. S. J. Parry drew the attention of councillors to a planning application (PA16/03122) for the installation of 10 generators in St. Germans Parish but close to Bake Manor in Deviock Parish. C. Cllr. J. P. Candy suggested that the Clerk contact the planning officer to request that Deviock Parish Council be formerly consulted.

21. NEIGHBOURHOOD PLAN

Cllr. Mrs. B. M. Lloyd updated councillors on the plan stating that draft policies had been reviewed by AECOM and suggestions made. A second draft document would be following this.

22. REPORT BY CORNWALL COUNCILLOR:

Cornwall Councillor J. P. Candy informed members that:-

- a) A meeting with Mr. Mark Davidson to consider coastal erosion issues was to be arranged.
- b) A meeting with Mr. David Watkins to discuss the local Shoreline Management Plan was to be arranged.
- c) C. Cllr. Candy reiterated his apologies for his absence from the 2016 Annual Parish Meeting
- d) The meeting to discuss issues relating to Seaton Countryside Park and beach had been successful.
- e) It was hoped that repairs to Footpath 6 would be carried out as part of the 2016 work programme
- f) It had been ascertained that the new double-decker buses on the Downderry and Seaton route were actually smaller in size than the previous ones used and that the single decker buses were wider and longer than the new double-decker buses.
- g) C. Cllr. Candy would be taking no action regarding possible breaches of the Code of Conduct at the previous meeting by Cllr. D. E. Foote and in respect of accusations of "blackmail" by the Chair.
- h) Help would be offered with putting up Parish Council flags at Seaton Countryside Park.
- i) He would be now asking for the Millennium benches to be taken to Trierieve Farm.

ANNUAL MEETING 2016 (continued)

22. REPORT BY CORNWALL COUNCILLOR (continued):

Cllr. D. R. Humphreys expressed his thanks for the tireless work carried out by C. Cllr Candy on behalf of the community.

C. Cllr. Candy expressed his regret for having left the last meeting before its conclusion because of disagreement with the Chair and stated that he was under pressure because of family circumstances.

23. FINANCE:

23.1. Income & Expenditure.

23.1.1. INCOME: MARCH & APRIL 2016

Barclays Bank Interest	61.41
Lloyds Bank – Fixed Term Deposit Interest	92.86
Cornwall Council – Community Chest Grant (Seaton Countryside Park MUGA)	250.00
Cormac Solutions – 2015 PROW LMP Grant	379.00
Cornwall Council - 2016/17 Precept Payment (First Half-Year)	20,137.09
March & APRIL 2016 INCOME TOTALS	Total £ 20,920.36

23.1.2. EXPENDITURE: MARCH & APRIL 2016

	<u>VAT £</u>	<u>Nett £</u>	<u>TOTAL £</u>
St. Germans Group Parish – Office rent (1 st April - 31 st October 2015)	0.00	650.00	650.00
PWS – Parish Public Toilets Cleaning Supplies	22.55	112.72	135.27
AECOM Infrastructure & Environment UK Ltd – Devoick Neighbourhood Plan Consultancy	1,600.00	8,000.00	9,600.00
Devoick Parish Council – Petty Cash	0.00	50.00	50.00
Flagmasters – Flags for Seaton Countryside Park (2 years supply of 2 flags)	52.30	261.51	313.81
Cornwall Council – Nut Tree Newsletter (February & March 2016 issues)	0.00	228.90	228.90
Cornwall Council: Public Toilets, Downderry - Business Rates 2016/2017	0.00	641.30	641.30
Cornwall Council: Clerk's Salary - February 2016	1.00	1,523.86	1,524.86
Parish Magazine Printing: Nut Tree Newsletter - April 2016 Issue	0.00	112.10	112.10
Just Rods: Seaton Public Toilets – Drain clearing	0.00	70.00	70.00
Cornwall Association of Local Councils: Annual Subscription	43.21	378.52	421.73
Cornwall Association of Local Councils: 2016 Good Councillor Guides x 12 copies	0.00	24.00	24.00
<u>Direct Debit Payments:</u>			
None	0.00	0.00	0.00
<u>Standing Order Payments:</u>			
MR. J. BIRD – March 2016 Cleansing Contract Payment (Downderry & Seaton)	0.00	448.00	448.00
MR. J. BIRD – April 2016 Cleansing Contract Payment (Downderry & Seaton)	0.00	474.00	474.00
MARCH & APRIL 2016 EXPENDITURE TOTALS	£ 1,719.06	12,974.91	14,693.97

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

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 2016.

A **proposal** to agree the Annual Governance Statement was made by C. Cllr. J. P. Candy, **seconded** by the Vice-Chair and **agreed** unanimously by the Meeting.

ANNUAL MEETING 2016 (continued)

23. FINANCE (continued):

23.3 2015/16 ACCOUNTS

TO APPROVE THE ANNUAL RETURN FOR YEAR ENDING 31st MARCH 2016

	<u>YEAR ENDING 31/03/2016</u>	<u>YEAR ENDING 31/03/2015</u>
	£	£
Balances Brought Forward:	151,646	152,172
Annual Precept:	29,194	22,222
Total Other Receipts:	27,196	29,892
Staff Costs:	20,130	15,192
Loan Interest / Capital Repayments:	0	0
All Other Payments:	42,186	37,448
Balances Carried Forward:	145,720	151,646
Total Cash & Short Term Investments:	145,720	151,646
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 2016** was made by C. Cllr. J. P. Candy; this was **seconded** by Cllr. Mrs. A. Robinson and **agreed** unanimously by the Meeting.

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 2017**
- B) The Council's Risk Assessment, dated 12th May 2016**
- 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. Mrs. A. Robinson 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 C. Cllr. J. P. Candy, **seconded** by Cllr. Mrs. A. Robinson 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):

None had been received.

23.8. REQUESTS FOR FUNDING:

No requests had been received.

ANNUAL MEETING 2016 (continued)

23. FINANCE (continued):

23.9. FINANCIAL BUSINESS RECEIVED AFTER PUBLICATION OF AGENDA:

None had been received.

23.10. ACCOUNTS TO BE PAID:

	VAT £	Nett £	TOTAL £
British Gas – Downderry Public Toilets – Electric Supply (8 th Jan – 7 th April 2016)	1.67	33.42	35.09
South West Water – Seaton Public Toilets – Water supply (16 th Jan – 14 th April 2016)	0.00	668.07	668.07
South West Water – Downderry Public Toilets – Water supply (20 th Jan – 14 th April 2016)	0.00	212.06	212.06
South and West Internal Audit – Deviock P.C. Internal Audit 2016	0.00	225.00	225.00
Wallgate Limited – Seaton Public Toilets – Servicing and repairs to hand washer units	148.02	740.10	888.12
Cornwall Council: Clerk's Salary - March 2016	1.00	1,523.86	1,524.86
Cormac Solutions – Seaton Outdoor Gym Safety Inspections (April – June 2016)	7.20	36.00	43.20
Parish Magazine Printing: Nut Tree Newsletter - May 2016 Issue	0.00	123.20	123.20
St. Germans Parish Council – Reimbursement of payment contribution for colour component of the May 2016 Nut Tree Newsletter	0.00	11.10	11.10
PWS – Cleaning supplies for public toilets (Inv. A133752)	17.39	86.96	104.35
Timothy Pullin – Clerk's Mileage Expenses (June 2015 – April 2016: 301 miles @ 60.1p per miles + £1 parking)	0.00	181.90	181.90
St. Germans Group Parish – Office Rent Nov. 2015 – April 2016	0.00	650.00	650.00
TOTAL: £	175.28	4,491.67	4,666.95

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

24. CURRENT / ONGOING BUSINESS:

24.1. PARISH PROJECTS:

24.1.1. Tanver Yate – To consider ongoing management and use of this land

The Clerk reminded members that the field was owned by the Parish Council and was subject to a covenant limiting its use. The field had been used informally by a local farmer for some years. No rental had been charged on the understanding that the field was kept in good order. Much time and effort had been put into the possible creation of a playing field or allotments at the site but this had not resulted in any realisation of these projects.

C. Cllr. J. P. Candy agreed to instigate a meeting with the owner of Blackendon Farm Allotments in order to seek advice on development of allotments at the site.

Cllr. Mrs. B. M. Lloyd raised the possibility of a playing field at the site. C. Cllr. Candy suggested that this could be incorporated into the overall plan.

In order to establish the identity of the current covenant holders of Tanver Yate the Clerk was instructed to contact Mr. Guy Berncastle.

It was requested that Tanver Yate be an agenda item for the next council meeting.

ANNUAL MEETING 2016 (continued)

24.2. HIGHWAY MATTERS:

24.2.1. Update on current issues

The Clerk reported the following matters:-

a) A site meeting had been requested with Mr. Adrian Drake regarding Seaton Hill issues. Mr. Drake had informed the Clerk that he would be discussing this with his boss Paul Allen but has not replied yet on the matter.

b) A negative response from CORMAC to the request for "Children playing in street" signs for Seaton Park had been received. The officer could not see the necessity for the signs as the road was a cul-de-sac, used primarily by local residents who would be aware of the issues. Only half the road was adopted and signs could be erected at the private end if thought of use. Cllr. D. R. Humphreys stated that many delivery vehicles, unfamiliar with the road, were often using the street and that signs needed to be at the junction with Tregunnick Lane.

c) A request for permissive paths at Trerieve Farm to become PROWs had been made and this is being investigated by Russell Wheeler (Cornwall Council Officer)

d) Information regarding how to register the St. Germans Hut path as a PROW had been sought and this was in progress.

The Clerk was reminded to contact Dowderry Construction Ltd. regarding the installation of "Children playing in street" signs at Trerose Coombe, Dowderry.

24.3. PUBLIC TRANSPORT ISSUES: No matters were raised.

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

The Clerk referred members to an email from Mr. David Read (11th May 2016) which provided answers to questions posed by the Parish Council on 4th February 2016. Mr. Read had stated that the devolution package was being given a low priority by Cornwall Council because of other devolution requests being processed.

24.5. DOWDERRY BEACH – NATURISM SIGNS – UPDATE:

The Clerk reported that further to site meeting (3rd Feb 2016) the Council was waiting on Duchy to give approval to sign wording. A response had been chased during the previous week.

24.6. SEATON MILLENNIUM BENCHES – UPDATE:

The Clerk reported that further to the withdrawal of an offer to the Council to home these benches while repairs are carried out, the benches were still in store at the Cornwall Council depot. A new arrangement needed to be made.

C. Cllr. J.P. Candy informed the Council that he had reviewed his position and was now happy to accommodate the benches at Trerieve Farm whilst being they were being repaired. C Cllr. Candy would contact the park ranger on this matter.

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:

None had been received.

ANNUAL MEETING 2016 (continued)

25.4. NEW BUSINESS RECEIVED AFTER PUBLICATION OF THE AGENDA. There was no business to consider.

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

25.5.1. Cllr. Mrs. B. M. Lloyd requested that the St. Nicolas School Field be an item for the next agenda.

25.5.2. Cllr. S. J. Parry requested that charging for use of the public toilets be an agenda item.

There being no further business, the Chair closed the meeting at 21.15 hrs

FROM THE PARISH WEBSITE