

**MINUTES of the ORDINARY MEETING of
DEVIOCK PARISH COUNCIL held virtually
at 7.30pm on Thursday 10th SEPTEMBER 2020**

PRESENT: Parish Cllrs. Ms. M.E. Temlett (Chair), DOWDERRY WARD
Mr J. Candy, SEATON WARD
Mr. D. Parry, HESSENFORD WARD
Mrs. A. Thorpe, HESSENFORD WARD
Mrs. A. Robinson, HESSENFORD WARD
Mr. J Croft, SEATON WARD
Mr. J Millidge, DOWDERRY WARD
Mr. M. Gibbons, DOWDERRY WARD
Ms. H. Brockbank, DOWDERRY WARD
Karen Pugh (Parish Clerk)
Cornwall Cllr Richard Pugh

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 received.

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

None were received.

1.3. To grant any requests for dispensations as appropriate

None were granted.

2. 10-MINUTE PUBLIC PARTICIPATION PERIOD for Public comment on the items below

Two DOWDERRY residents spoke on item 9.2.1. (planning application PA20/06491), opposing strongly to the application.

The first resident discussed that while she did not have a problem with the extension on its own, she felt that the risk of slippage, flooding and level of excavation required had not been dealt with in the application and that the site as a whole was overdevelopment. The resident urged the Parish Council to object to the application.

The second resident further objected to the hard surfacing of the garden, which would mean any excess water would have nowhere to go. The resident also referred to the massive potential sun deck on top of the double garage alongside the road – a possible future issue of overlooking. The sharing of a parking space by the infill house was also raised; a previous application had a parking space allocated to both properties. Overall, the resident felt it was a 'shoddy' application, containing inaccurate information, for example showing trees not having been removed.

The Chair of DaSRA spoke on item 7.2 (public toilets), reading out the Parish Council's statement in a Nut Tree article in early July and raising the question that if Seaton disabled toilet could be opened safely, would it be possible to open the toilet in DOWDERRY? The resident also questioned how toileting outdoors could be better than opening another toilet, and requested that DaSRA be kept informed of any developments.

3. TO ACCEPT APOLOGIES FOR ABSENCE:

Cllr B Lloyd was not present at the meeting.

The Chair, Cllr M Temlett, stated that Vice Chair B Lloyd had resigned from the Parish Council due to comments and abuse received (around the topic of public toilets). The Chair read out Cllr Lloyd's resignation letter, which expressed sadness at having to leave a role she enjoyed and to which she had contributed over many years due to a small number of residents whose abusive communications had made her position untenable. In discussion with the Chair, Cllr Lloyd had agreed to continue working on the Neighbourhood Development Plan.

The Chair stated her disappointment at the comments received by the Parish Council and advised that there was no statutory obligation to open toilets.

The Councillors expressed their disappointment at Cllr Lloyd's resignation. Cllr J Candy said he felt more understanding was needed as to what work the Councillors do and the fact that Councillors are volunteers. Cllr M Gibbons emphasised that the Parish Council had lost someone who had dedicated so much time to the work of the Council.

4. MINUTES:

4.1. To approve the Minutes of the Ordinary Meeting of **9th July 2020** as a correct record.

Approval of the Minutes was **proposed** by Cllr A Thorpe, **seconded** by Cllr M Gibbons and **agreed unanimously** by the meeting.

5. MATTERS ARISING FROM THE MINUTES: (Not appearing elsewhere on the agenda)

There were no matters arising.

6. FINANCE:

6.1. Income & Expenditure

6.1.1. INCOME: JULY & AUGUST 2020

	£
Barclays Bank Interest	15.81
Lloyds TSB Fixed Term Deposit (1 st Jul 20)	16.84
JULY & AUGUST 2020 INCOME TOTALS	£32.65

6.1.2. EXPENDITURE: JULY & AUGUST 2020

	VAT £	Net £	TOTAL £
Glasdon UK – Hessenford dog waste bin – June 2020	33.63	168.17	201.80
British Gas – Downterry – electricity (May 2020)	0.55	11.08	11.63
Kevin Johnson – reimbursement for two Men at Work signs – June 2020	0.00	73.97	73.97
Came & Co – council insurance (01/08/20-31/07/21) (ref. 2134024)	0.00	727.16	727.16
John Croft – reimbursement for Zoom Pro (01-31/07/20)	0.00	14.39	14.39
Parish Magazine Printing – Nut Tree Newsletter – July 2020 Edition (invoice 6189)	0.00	90.00	90.00
Cornwall Council recharge – Clerk's salary (inv. 8100019678) Apr 2020	1.00	966.44	967.44
Cornwall Council recharge – Clerk's salary (inv. 8100019678) May 2020	1.00	966.44	967.44
Cornwall Council recharge – Clerk's salary (inv. 8100027883) June 2020	1.00	966.44	967.44
British Gas – Downterry – electricity (June 2020)	0.56	11.39	11.95
Peck Trading – PPE (inv. 386689)	11.25	73.25	84.50
Peck Trading – PPE (inv. 385960)	0.00	3.95	3.95
High Speed Training – online PPE training for John Bird (inv. 1269036)	4.00	20.00	24.00
PWS – Cleaning materials – for Parish Office (inv. 269671)	2.58	12.88	15.46
Councillors' allowances:			
M.E. Temlett – Deviock PC allowance (less tax) + printing expenses	0.00	174.40	174.40
H. Brockbank – Deviock PC allowance + printing expenses	0.00	191.00	191.00
B. Lloyd – Deviock PC allowance + printing expenses	0.00	191.00	191.00
A. Thorpe – Deviock PC allowance + printing expenses	0.00	191.00	191.00
Duchy Defibrillators – Annual monitoring fee	32.00	160.00	192.00
Parish Magazine Printing – Nut Tree Newsletter – Aug 2020 Edition (invoice 6244)	0.00	90.00	90.00
Viking Payments – stationery and toner (inv. 717656)	12.49	79.39	91.88
Viking Payments – soap for Seaton disabled toilet (inv. 728056)	4.85	24.26	29.11
John Bird – reimbursement for hand sanitiser for Seaton disabled toilet	0.00	26.99	26.99
Cornac – Seaton countryside park inspections (August)	6.32	31.59	37.91
B Joliffe – Honorarium for internal audit for 2019/20 (August)	0.00	100.00	100.00
Peck Trading – PPE (inv. 386832)	8.60	60.00	68.60
British Gas – Downterry – electricity (July 2020)	0.56	11.39	11.95
South West Water Business – Seaton public toilets 21/04-31/07/20	0.00	445.80	445.80
South West Water Business – Downterry public toilets 21/04-31/07/20	0.00	81.33	81.33
PWS – Cleaning materials – Seaton disabled toilet (inv. 274399)	12.95	64.76	77.71
Viking Payments – soap for Seaton disabled toilet (inv. 815770)	4.85	24.26	29.11

Direct Debit Payments:

BT Office Telephone & Broadband quarter to 21/07/20	37.74	188.72	226.46
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Standing Order Payments:

MR. J. BIRD – July 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
MR. J. BIRD – August 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
JULY & AUGUST 2020 EXPENDITURE TOTALS	175.93	7,389.55	7,565.48

The Clerk noted there was a backlog of clerk recharge payments due to a delay by Cornwall Council in issuing invoices, plus an additional expense purchasing PPE and materials for opening the Seaton disabled toilet.

A **proposal to ratify** expenditure was made by Cllr A Thorpe, **seconded** by Cllr J Millidge and **agreed unanimously** by the meeting.

6.2. Bank Statements & bank account / interest management

Date	Account	Balance £	Interest
28 Aug 20	Barclays Community	1,000.00	£0.00
29 Jun 20	Barclays Business Premium	18,478.82	£0.00
29 Jun 20	Barclays Base Rate Reward	61,863.22	£15.81
1 Jul 20	Lloyds TSB Fixed Term Deposit*	67,538.58	Matured on 1 st July Interest at 0.1% = £16.84

* Funds in current account from July.

The Clerk explained that the funds in the Lloyds account were no longer in a fixed term deposit account, but in a current account. It was felt that given interest rates are so low (0.1% as at 1st July), there would be more flexibility to move funds from a current account as and when interest rates recover post-pandemic.

Cllr J Candy **proposed** that the Lloyds funds remain in the current account for the foreseeable future. This was **seconded** by Cllr D Parry and **agreed unanimously** by the meeting.

6.3. Accounts to be paid

	VAT £	Net £	TOTAL £
John Croft – reimbursement for Zoom Pro (01-31/08/20)	0.00	14.39	14.39
John Croft – reimbursement for Zoom Pro (01-30/09/20)	0.00	14.39	14.39
Cormac – Seaton countryside park inspections (September)	6.32	31.59	37.91
Tim Pullin – Training and admin services (inv. 006), Nov 2019-Aug 2020	0.00	238.00	238.00
Downderry toilets business rates – 01/04/20-31/03/21	0.00	736.03	736.03
Total	6.32	1,034.40	1,040.72

Invoices to follow include clerk salary recharge, British Gas, etc.

6.4. External audit

Further to internal audit approval on 14th August, external audit documentation had been emailed to external auditors PFK Littlejohn on 28th August 2020 and a public notice uploaded to the website. Confirmation had been received that the AGAR (annual return) was in the queue for processing.

7. CURRENT / ONGOING BUSINESS**7.1. Liskeard and Looe Highways Scheme Expression of Interest Year 4 funding**

Six proposed application items were discussed:

7.1.1. Pedestrian footpath between Downderry school and West Camps Bay

Cllr J Millidge noted that this would be an expensive item to fund, but a feasibility study would be of use as part of the Expression of Interest.

Cllr Millidge asked if the landowner (Bridge Schools) would need to be contacted, if this item progressed further.

7.1.2. Road waiting restrictions, West Camps Bay

This item was requested by a resident concerned about visiting cars parked on the pavements and the road potentially being blocked to emergency access. The resident had been in contact with Cornwall Cllr R Pugh, neighbours and had provided a photo of the parking issues.

After viewing the photo of West Camps Bay busy with parked cars, and discussing seasonal issues with parking, it was agreed that parking restrictions should be included as part of the Expression of Interest.

7.1.3. Keveral Mill 'pinch point' (Seaton Valley)

It was discussed that it would be sensible to have priority signs alerting drivers to the narrow stretch of road as part of the TRO.

7.1.4. Kerb stones on length of road at Rocknose (Downderry)

Councillors agreed that the Parish Council would fund its own footpath in conjunction with the Expression of Interest application for kerb stones along the length of the road at Rocknose.

7.1.5. Kerb stones and storm drains on length of Looe Hill opposite Mount Brioni

It was noted this is an important item due to coastal erosion and water run-off, and Highways are already aware there is a problem.

7.1.6. Speed visor, Hessenford Road (Seaton)

It was agreed to apply for funding for this already supported item.

It was agreed that applications would be made for funding on all six items. The Clerk would view the forms to be completed and advise Councillors if any additional information would be required.

7.2. Seaton and Downderry public toilets – Review

The Chair updated the meeting, discussing all the milestones from early on during lockdown to present day (including a Cornwall Council webinar on toilet opening and risk to users / workers; PPE equipment, PPE training and the bio-cleansing solution applied by Cormac on a monthly basis). Cllr Temlett explained that the Seaton disabled toilet was opened first to gauge use and safety, with the intention to discuss opening a toilet in Downderry as a next stage.

At the Planning meeting on 20th August, the majority of Councillors agreed to keep the Downderry disabled toilet closed due to a perceived greater risk to vulnerable people in a close-knit community. At that meeting, it was agreed a sign should go up indicating where the nearest open toilets were (free toilets at Seaton countryside park and customer toilets at hospitality venues in Downderry). It was unfortunate that this sign was removed and misinformation passed on to the Inn on the Shore. However, the Chair and Cllr M Gibbons were able to meet with the landlord to present him with the facts of the sign that had been removed - that any open toilets in Downderry were for paying customers only.

In line with the Parish Council's commitment to review the public toilets situation on an ongoing basis, the Chair opened up the discussion to the Councillors to decide whether the Downderry disabled should be opened. All Councillors gave their view, covering the cleansing process, social distancing, the time of year and extended summer season, and level of risk. Cllr J Millidge stated that in his professional judgement, the disabled toilet could be opened safely without any greater risk (to the parish contractor or the public) than was already being managed at Seaton.

It was **proposed** by Cllr M Gibbons that the Downderry disabled toilet be opened, on condition that it can be closed quickly, if needed, for example based on Covid guidance. This was **seconded** by Cllr J Candy and **agreed unanimously** by the meeting. It was agreed the toilet would be opened further to a bio-cleanse by Cormac and social distancing signage being erected.

The Chair clarified that this decision was made based on assessment of risk, not opinions or bullying by residents, and emphasised that worker and public welfare has always been the main driver to decision-making and would continue to be the case as we move further forward into the pandemic and any 'second wave'.

7.3. Slipway – Update

Cllrs J Candy and J Croft updated the meeting about a letter highlighting additional safety concerns sent to Highways and resulting response – that planning permission for the beach slipway would be applied for by the end of October.

Cllr J Millidge thanked the Councillors for following up on the children's' safety aspect of the slipway.

7.4. Memorial garden – Update on plaque permissions

Councillors discussed a proposal issued on 22nd July to agree location and size of plaques. Once capacity was known, application criteria would then be considered.

Cllr J Millidge **proposed** Option 1, which would provide enough space for plaques for 25 years, based on current request rates. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

After a discussion on criteria, Cllr D Parry **proposed** that eligibility for a plaque in the memorial garden should be based on residency within the parish. This was **seconded** by Cllr M Gibbons and **agreed unanimously** by the meeting.

Given some plaque requests are made by visitors (non-resident) to the area, the Clerk requested that a formal response to send out to non-eligible requestors was agreed upon in due course.

7.5. Seaton play area – Update

The working party had met via Zoom to discuss the phase two proposals and to check that costings are still on track. It was hoped a plan to take to the community would be ready for the October meeting.

Given the delays due to the pandemic, it was suggested that the 'Changing Places' project be put on the back burner, to revisit at a later date.

7.6. New website (Website Accessibility Regulations) – Update

A preferred web developer had been selected (Aubergine), with expected costs as follows:

One-off set up: £700 + VAT

Annual hosting & support: £199 + VAT

Quarterly WCAG compliance reports: £299 + VAT

Transfer of existing website content - £300 + VAT

Total (year 1): £1,498 + VAT

Ongoing: £498+VAT a year.

The next step would be to produce an Accessibility Statement and set out a plan of action for the website development. Cllr M Gibbons and the Clerk would be working with Aubergine on the project.

Cllr J Millidge **proposed** to proceed as suggested. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

8. REPORT BY CORNWALL COUNCILLOR:

Cornwall Cllr Pugh discussed the following points:

- a. Bus route 75 had been changed to enable a local resident to get to work.
- b. A West Camps Bay resident had been in touch with Cllr Pugh to discuss parking measures to prevent cars parking on the pavements and potentially blocking emergency vehicles.
- c. A Hessenford resident had complained about the drainage on Church Hill. Cormac had been called out to investigate.
- d. The same resident had asked if anything was being done about the layby up Hessenford hill towards Widegates, where an increasing number of vehicles were being stored. Enforcement had been called out to view the site.
- e. Cornwall Council were minded to approve the WWII bunker planning application (Downderry) that the Parish Council had objected to, but with additional support required for the road.
- f. Further to a parking situation on 9th August when vehicles accessed the country park through an open gate as there was no other parking available, Cllr Pugh had asked Cornwall Council if there could be a co-ordinated parking system to allow parking inside the park when needed in the summer months.

Councillors asked Cllr Pugh about Yardley House and progress with regard to enforcement, in particular about lack of change-of-use planning permission. The Chair also advised that there were asbestos roofing sheets leaning against a fence next to a footpath and asked if this was a question for Environmental Health. Cllr Pugh said he would look into it.

9. PLANNING:

9.1. PLANNING COMMITTEE:

9.1.1. To approve the Minutes of the Planning Committee Meeting of **23rd July 2020** as a correct record.

A proposal to approve the Minutes of 23rd July 2020 was made by Cllr D Parry, **seconded** by Cllr J Croft and **agreed** by the meeting.

9.1.2. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)

No matters were raised.

9.1.3. To approve the Minutes of the Planning Committee Meeting of **20th August 2020** as a correct record.

A proposal to approve the Minutes of 20th August 2020 was made by Cllr J Croft, **seconded** by Cllr J Candy and **agreed** by the meeting.

9.1.4. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)

No matters were raised.

9.1.5. To approve the Minutes of the Extraordinary Meeting of **20th August 2020** as a correct record.
A proposal to approve the Minutes of 20th August 2020 was made by Cllr D Parry, **seconded** by Cllr J Croft and **agreed** by the meeting.

9.1.6. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)

No matters were raised.

9.2. PLANNING APPLICATIONS:

9.2.1. PA20/06491 Mr and Mrs Fitz-Barton The Red House Brenton Road Donderry PL11 3JA

Construction of two-storey extension to dwelling together with enlargement of existing roadside hardstanding and creation of double garage/storage.

(Planning Officer: George Shirley)

(Extension to application expiry date to allow for discussion by the Parish Council.)

It was noted that six public objections were on the Planning site as at 2pm on the day of the meeting. Cllr M Gibbons noted there were inaccuracies in the plans. Cllr D Parry said while he had no problem with the so-called extension, he was concerned about water run-off and the concreting over of green space, referring to the Neighbourhood Plan and coastal erosion. It was agreed by Councillors that the 'extension' was in fact a 'granny annex'.

Cllr Parry **proposed to object** to the application. This was **seconded** by Cllr Gibbons and **agreed** by the meeting. There was one abstention.

Reasons given for the objection were as follows:

1. Overdevelopment.
 2. Insufficient attention to water run-off.
 3. Inaccuracy in the plans and misleading in terms of external space.
 4. Insufficient provision for parking.
 5. As a granny annex, its use should be tied to the house, i.e. used by members of the family.
- (Cllr J Croft would refer the Clerk to supporting government documentation regarding point 5.)

9.2.2. PA20/07165 Mr Ian Williams 43 Trierieve Estate Donderry PL11 3LY
Non-material amendment for reduction of the size of the rear extension from 8.635 m to 6.8 m
(application number PA18/06644 dated 17th July 2018 relates)

(Planning Officer: Josep Sandercock)

(Extension to application expiry date to allow for discussion by the Parish Council.)

After a short discussion, Cllr M Gibbons **proposed to accept** the application. This was **seconded** by Cllr D Parry and **agreed unanimously** by the meeting.

9.3. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA:

None had been received.

9.4. PLANNING APPEALS: Received by date of the meeting

None had been received.

9.5. PLANNING DECISIONS: Received by the date of the meeting

28.08.2020 PA20/05194 APPROVED

Applicant: Mr and Mrs Gary Spearman

Location: Brightwaters West Camps Bay Donderry PL11 3LG

Proposal: Proposed alterations and ground floor single storey extensions to sitting room, dining room and bedroom, new utility room and new entrance porch, with new first floor bedroom and ensuite shower room within existing attic roof space and a dormer window extension on south facing elevation (renewal of existing planning permission PA17/05974)

9.6. PLANNING CORRESPONDENCE:

A resident has raised the question of site notices and why a notice had not been erected for planning application PA20/06491 above. (See response below.)

9.7. PLANNING MATTERS RAISED BY MEMBERS:

9.7.1. Cornwall Council Planning site notices

It was noted that Cornwall Council no longer post site notices on 'minor' planning applications.

10. NEW BUSINESS:**10.1. Matters raised by members for possible inclusion on the next agenda (October meeting).**

Potential concerns about opening up the countryside park for parking.

Other potential land for allotments, if no progress can currently be made at Tanver Yate.

Clerk part-time hours.

There being no further business, the Meeting closed at 9.30pm.