

**MINUTES of the ORDINARY MEETING of
DEVIOCK PARISH COUNCIL held at
DOWDERRY METHODIST CHURCH
at 7.30pm on Thursday 12th March 2020**

PRESENT: Parish Cllrs. Mrs. B. M. Lloyd (Vice Chair), Downderry Ward
Mr M. Gibbons, Downderry Ward
Mrs. A. Robinson, Hessenford Ward
Mr. J. Croft, Seaton Ward
Ms. H. Brockbank, Downderry Ward
Karen Pugh (Parish Clerk)
Cornwall Cllr Richard Pugh

The meeting opened at 7.36pm once quorate.

In the absence of the Chair due to illness, Vice Chair Cllr B Lloyd chaired the meeting.

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

Cllr. J Croft declared an interest in Item 7.4.1 relating to a grant request.

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

A Downderry resident raised the question of clearing roadside verges and vegetation and whose responsibility it is, pointing to various previous meetings when the item had been discussed and whether it was for landowners or Cornwall Council to clear.

3. TO ACCEPT APOLOGIES FOR ABSENCE:

Apologies had been received from Cllrs J Candy, D Parry and A Thorpe (away), Cllr. S Parry (work commitments) and Cllrs. M Temlett and J Millidge (both ill and self-isolating).

Acceptance for apologies for absence were **proposed** by Cllr A Robinson, **seconded** by Cllr M Brockbank and **agreed unanimously** by the meeting.

4. MINUTES:

4.1. To approve the Minutes of the Ordinary Meeting of **13th February 2020** as a correct record.

Approval of the Minutes were **proposed** by Cllr J Croft, **seconded** by Cllr A Robinson and **agreed unanimously** by the meeting.

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

Financial – the Bank of England base rate had fallen, which would affect the reinvestment rate of the Lloyds Bank account.

Boules piste – notification from the parish contractor that it was fine gravel and not sand used for the boules piste.

New website – the Clerk had provided Cllr M Gibbons with a shortlist of potential developers and there would appear to be a preference based on initial investigations that would provide a one-off annual fee to include content management and hosting. Cllr Gibbons would look into things further in due course.

The Clerk asked if she should contact Cornwall Council with a view to Cormac clearing the gulleys in Trelowia Woods. If not, the Parish Council's PROW contractor would quote for the work. It was agreed to ask Cormac to undertake the work.

6. POLICE MATTERS:

None had been reported as at 12th March.

7. FINANCE:**7.1. Income & Expenditure****7.1.1. INCOME: JANUARY & FEBRUARY 2020**

	£
Barclays Bank Interest	20.32
Lloyds TSB Fixed Term Deposit (30 Sept 2019)	252.99
JANUARY& FEBRUARY 2020 INCOME TOTALS	273.31

Note: LMP payment would appear in March accounts.

Income was noted.

7.1.2. EXPENDITURE: JANUARY & FEBRUARY 2020

	VAT £	Net £	TOTAL £
John Croft – reimbursement for water butt parts	0.00	43.10	43.10
Biffa Waste Services – Seaton toilets sanitary waste collection (inv. 660C56118) Nov 2019	9.57	47.84	57.41
SLCC – updated Local Council Administration book, 2018 edition (20% discount)	0.80	107.99	108.79
Printerland – toner (inv. SSINV631083)	17.55	87.76	105.31
British Gas – Downderry – electricity (Dec 2019)	0.59	11.87	12.46
Cornwall Council recharge – Clerk’s salary (inv. 98286250) Dec 2019	1.00	968.21	969.21
Cornwall Council Planning Conference (Dec 19)– J Croft delegate (inv. 98285631)	0.00	15.00	15.00
Viking Payments – stationery (inv. 680187)	4.23	52.59	56.82
Biffa Waste Services – Seaton toilets sanitary waste collection (inv. 660C56960) Dec 2019	11.96	59.80	71.76
Parish Magazine Printing – Nut Tree Newsletter – Feb 2020 Edition (invoice 5676)	0.00	90.75	90.75
South West Water – Seaton toilets (5 Oct 19-28 Jan 20)	0.00	1,037.90	1,037.90
South West Water – Downderry toilets (5 Oct 19-30 Jan 20)	0.00	139.07	139.07
Cornwall Council recharge – Clerk’s salary (inv. 98287940) Jan 2020	1.00	968.21	969.21
PWS – Cleaning materials for toilets (inv. 253756)	9.90	49.48	59.38
British Gas – Downderry electricity (Jan 2020)	0.60	12.04	12.64
St German Group PCC – St Nicolas Church Hall Hire (May-Oct 2019)	0.00	650.00	650.00
St German Group PCC – St Nicolas Church Hall Hire (Nov 19-Apr 20)	0.00	700.00	700.00
Direct Debit Payments:			
BT	0.00	0.00	0.00
Standing Order Payments:			
MR. J. BIRD – January 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	556.28	556.28
MR. J. BIRD – February 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	556.28	556.28
JANUARY & FEBRUARY 2020 EXPENDITURE TOTALS	57.20	6,154.17	6,211.37

A **proposal to ratify** expenditure was made by Cllr A Robinson, **seconded** by Cllr M Gibbons and **agreed unanimously** by the meeting.

7.2. Bank Statements & bank account / interest management

Date	Account	Balance £	Interest
28 Feb 20	Barclays Community	1,000.00	
28 Feb 20	Barclays Business Premium	13,043.70	£0.00
28 Feb 20	Barclays Base Rate Reward	61,801.22	£20.32
28 Feb 20	Lloyds TSB Fixed Term Deposit	67,278.59	Matures on 30 th March 2020 Interest at 0.75% = £252.99

Bank interest was noted.

7.3. Letters of Thanks received by the date of the meeting

A thank you letter from the President of the Downderry and Seaton WI (grant given for Broads Yard garden in April 2019) was read out by the Clerk.

The letter reported that a seaside garden was being developed and both members of the community and tourists had commented how much they appreciate the garden. The WI were also hoping to speak with the social prescriber for Quay Lane Surgery to see if villagers in need of company and some outdoor activity would like to join in on regular gardening days throughout the month.

A collection box was suggested by Councillors. The Clerk was asked to put this on the Agenda for the next meeting.

7.4. Requests for funding

7.4.1. Plants for Bridge Road, Seaton verge

A request for up to £120 to replace the bedding plants had been received.

A **proposal** to approve the grant was made by Cllr A Robinson, **seconded** by Cllr H Brockbank and **agreed** by the meeting. There was one abstention.

Other possible applications were expected to follow in April:

7.4.2. Waves Project

7.4.3. Cornwall Air Ambulance

7.5. Financial Correspondence

A letter had been received from Biffa prices regarding an increase in prices of 5% from 1st April 2020.

This was noted.

7.6. Financial Business received after Publication of the Agenda

None had been received.

7.7. Accounts to be paid

	VAT £	Net £	TOTAL £
Cornwall Council recharge – Clerk’s salary (inv. 98286250) Feb 2020	1.00	968.21	969.21
Mrs Claire Croft – replacement compost due to flooding - remaining grant spend 19/20	0.00	11.97	11.97
Biffa Waste Services – Seaton toilets sanitary waste collection (inv. 660C56118) Jan 2020	9.57	47.84	57.41
BT Payments – adoption of kiosk, Seaton	0.00	1.00	1.00
Wallgate – replacement flush valve coil for cistern syphon, Seaton	12.80	64.00	76.80
Downderry & Seaton WI – gardening materials for Broads Yard – grant funding from Apr 2019	0.00	226.86	226.86
Green Scheme – quarterly maintenance – Jan 2020	45.00	225.00	270.00
British Gas– Downderry electricity – February 2020	0.56	11.26	11.82
Total	68.93	1,556.14	1,625.07

A **proposal to accept** the accounts to be paid was made by Cllr H Brockbank, **seconded** by Cllr A Robinson and **agreed unanimously** by the meeting.

8. HIGHWAY MATTERS:

8.1. Traffic and parking issues Downderry, Seaton & Hessenford

8.1.1. Seaton country park tree felling off Hessenford road – highway-strengthening scheme

Councillors were referred to an email response from Cornwall Council to Cornwall Cllr Richard Pugh on 4th March, explaining that the road has dry stone wall underneath, which is being eroded by the river. The trees were being removed now as it is not bird-nesting season. The footpath will not be permanently closed and visitors will be escorted around the works in progress.

Cornwall Cllr Pugh would put an article from the Parks team in the next Nut Tree.

8.1.2. Lane surfaces in poor repair – two locations in Deviock

Location 1: Treliddon Lane – the road up to Broads Farm and Narkurs ‘uneven surface’.

It was discussed that this is an important rural route that connects village, with few alternatives and no buses.

Location 2: Road running south west from Minnards Cross.

The Clerk was asked to refer the poor road surfaces to Cormac (for the attention of Paul Allen).

8.2. Public Transport issues

No current matters had been reported.

9. CURRENT / ONGOING BUSINESS

9.1. Seaton sewage – Update

Councillors were referred to a South West Water report received on 5th March. Cornwall Cllr Pugh further updated the meeting to say that tankers had been taking water away as the extraction pipe that had been installed two years ago was not working. South West Water would be carrying out an investigation in due course.

9.2. Terrieve permissive path – Update

The Clerk read out an email from Rebecca Jenkin (Cornwall Council Land Agent), which outlined the current situation with regard to the Terrieve permissive paths: that the paths were still not able to be walked on due to their overgrown nature as the Countryside Stewardship agreement had yet to be transferred to the new tenant. The letter also stated that there might be a change in route of the paths, but this was not expected to be to the detriment of the public.

Cllr M Gibbons was concerned that the work would be detrimental if access for the public, including the Ramblers Association, changed. Cornwall Cllr Pugh explained that the new tenant wants to retain the permissive paths for the public, but needs the finance in place first so he can move into and work the farm. The Councillors discussed that they would like to see the paths re-opened as soon as practicable once the tenant situation had been resolved and sought reassurance that the paths would remain open even if the paths were re-routed. Cllr H Brockbank raised a further point that the gate from Seaton was currently closed. The Clerk was asked to respond to Rebecca Jenkin to advise her of the Parish Council's views. This was **proposed** by Cllr A Robinson, **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

9.3. Adoption of BT kiosk (Seaton) contract

An adoption contract had been received from BT.

It was **proposed** to discuss the contract (and the clause regarding electricity) in more detail at the next meeting.

9.4. Removal of recycling banks – Broads Yard and Seaton car parks

Cornwall Council's intention to remove the recycling banks was **noted**. The Parish Council would review a potential requirement for recycling banks at a later date based on a need to recycle by visitors and tourists.

9.5. Seaton Play Area – Phase 1 progress

Cllr J Croft reported that the installation had been due to start but that the works were running three to four weeks late due to the amount of water in Seaton.

Cllr Croft also mentioned a Calor funding option forwarded by the Clerk. However, the Parish Council wouldn't be eligible as the grant applied for (a maximum of £5,000) would have to be more than 50% of the total project cost.

9.6. Neighbourhood Development Plan – Update

Cllr B Lloyd reported there had been a meeting during the month and that she would be putting amendments onto the draft plan in due course (as the person who was due to amend the document was not currently available).

9.7. Boules piste weeding – Update

The parish contractor agreed to take on the work on an ad hoc basis as part of his duties. He advised that a dumpy sack of light gravel would be needed.

A **proposal** to spend up to £100 on light gravel was made by Cllr M Gibbons, **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

9.8. Millennium benches – Update

A quotation had been received from a local contractor:

To refurbish the benches: £458 per bench (total £2,340 for five benches)

To excavate the ground on the sea wall and site the benches: £1,170

Given the high cost, it was proposed that two more quotes were requested prior to making a decision.

9.9. Handyman / repairs (memorial garden shelter and Dowderry toilets' roof) – Update

A handyman from within the parish had approached the Clerk with a view to helping the Parish Council with small odd jobs. He had visited the memorial garden on request to view the shelter in order to give his opinion on level of repairs needed; he felt it was possible to carry out a good temporary repair, if required. However, the point was made that young people sometimes climb on the shelter roof and that a sturdier repair would therefore be the preferred option.

A quotation had also been received from a local contractor to do a full repair on both the memorial shelter and Dowderry toilets' roof:

Shelter: £1,680 inclusive

Toilet roof: £140

It was proposed that two more quotes were requested prior to making a decision on the shelter roof, given the cost.

10. REPORT BY CORNWALL COUNCILLOR:

Cornwall Cllr Pugh discussed the following points:

- a. A complaint had been made by a resident about beach rubbish not being picked up as part of bin collections in Downderry, despite the rubbish having been left within 5 metres of a bin, as required by the contractor. Cornwall Cllr Pugh noted that the resident was being proactive in contacting Cornwall Council and it was being dealt with.
- b. A Morweth Court resident had alerted Cornwall Cllr Pugh about water running around the back of a flat. Cllr M Gibbons stated that as a Director of Morweth Court, he was commissioning a survey to look into the matter. It was agreed that Cllr Gibbons would email an update to Cornwall Cllr Pugh in order that he could advise the resident.
- c. A pop-up shop was due to open on the beach; no further information had been provided.
- d. After much correspondence between a resident and the Cornwall Council countryside team regarding bikes in Hessenford woods, a senior Countryside Officer has confirmed to the resident that any request for gates or similar intervention must be taken up direct with the landowner as Cornwall Council's remit is restricted to the Highways Act 1980.

11. PLANNING:

11.1. PLANNING COMMITTEE:

11.1.1. To approve the Minutes of the Planning Meeting of **27th February 2020** as a correct record.

A **proposal to approve** the Minutes was made by Cllr M Gibbons, **seconded** by Cllr A Robinson and **agreed unanimously** by the meeting.

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

There were no matters arising.

11.2. PLANNING APPLICATIONS:

None had been received.

11.3. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA:

None had been received.

11.4. PLANNING APPEALS: Received by date of the meeting

None had been received.

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

21.02.2020 PA19/10159 APPROVED

Applicant: Mr & Mrs Tim Bawtree

Location: Sea Crest Top Road Downderry PL11 3LZ

Proposal: Demolition and replacement of existing dwelling-house with new family dwellinghouse

04.03.2020 PA20/01145 APPROVED

Applicant: Mr And Mrs Whiting

Location: 3 Tregunnick Lane Seaton PL11 3JT

Proposal: Non material amendment (NMA1) to omit of vertical angled louvre screen to first and second floor and 2no. windows to ground floor south elevation and replace with natural stone to match existing, omit glazed balustrade screen to first floor west elevation and install windows to decision PA18/04602 dated 25.06.2018.

Decisions were noted.

11.6. PLANNING CORRESPONDENCE:

A letter of complaint had been received.

11.7. PLANNING MATTERS RAISED BY MEMBERS:

Cllr B Lloyd reminded Councillors on the Planning Committee of the process in Planning meetings: that the decision-making process should only be based on planning matters and that a complete discussion should be had on a planning application put forward before making a proposal to accept or object to the planning application. This ensures that all members have an opportunity to give their view before voting and any outcome will be clearer to any members of the public present.

12. NEW BUSINESS:**12.1. Cornwall C.C. / NALC / CALC, etc. Documents received by the date of the meeting.**

Various email updates had been emailed to Councillors regarding coronavirus.

12.2. Newsletters / Reports, etc. received by the date of the meeting.

None had been received.

12.3. VE Day celebrations

Given the situation with coronavirus, it was expected that official Government guidance on celebrations would be provided.

12.4. Coronavirus and business continuity

For discussion:

Cover for Karen: possibilities of a locum or the former clerk (who would need to be approached).

Cover for John Bird: commercial contract cleaners (if the toilets remained open).

It was **proposed** by Cllr M Gibbons that the Clerk look into a possible local company that could provide contract cleaning services at short notice. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

12.5. New Business received after Publication of the Agenda.

Brenton Road verges, put forward by the resident who spoke during the public participation period.

It was noted that Highways are aware of the Parish Council's request for overhanging foliage and verges to be cleared.

12.6. Matters raised by members for possible inclusion on the next agenda.

Looe Hill closure.

Dormant assets.

There being no further business, the Meeting closed at 9.10pm.