

# *Deviock Parish Council*

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## **MINUTES of the ORDINARY MEETING of DEVIOCK PARISH COUNCIL held virtually at 7.30pm on Thursday 14<sup>th</sup> JANUARY 2021**

**PRESENT:** Parish Cllrs. Ms. M. Temlett (Chair), Downderry Ward  
Mr. D. Parry, Hessenford Ward  
Mr. J. Candy, Seaton Ward  
Mrs. A. Thorpe, Hessenford Ward  
Mrs. A. Robinson, Hessenford Ward  
Mr. J. Croft, Seaton Ward  
Mr. J. Millidge, Downderry Ward  
Ms. H. Brockbank, Downderry Ward  
Mr. M Gibbons, Downderry 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  
Cllr A Robinson declared an interest in item 9.1.2. (as neighbour of applicant).  
Cllr H Brockbank declared an interest in item 9.2.2. (as neighbour of applicant).
- 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 resident spoke on his planning application PA20/05240 (item 9.5.2.) and the revised plans submitted. He felt that in terms of street scene, the proposed flat roof would mirror the neighbour's 1.8m extension, is set well back from the road and is lower than the neighbour's roof opposite. The flat roof would be replaced with a tiled pitch, with the roofline no higher than the existing house.

The Planning Officer had questioned the terrace height, which had since been significantly reduced. There had also been an objection by the neighbour (whose property is a holiday let), so a change was made to appease him.

The resident hoped he had resolved any issues and that the Parish Council would support the revisions made to the application.

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

Advanced notice had been given by Cllr J Millidge that he would be delayed due to a family commitment.

Acceptance for apologies for absence was **proposed** by Cllr A Thorpe, **seconded** by Cllr A Robinson and **agreed** by the meeting.

**4. MINUTES:**

4.1. To approve the Minutes of the Ordinary Meeting of **17<sup>th</sup> December 2020** as a correct record. Approval of the Minutes was **proposed** by Cllr H Brockbank, **seconded** by Cllr J Croft and **agreed** by the meeting.

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

Item 7.4: The Neighbourhood Development Plan team would need to be contacted for an update.

Item 10.2: Two Councillors carried out a site visit to view the trees (near Morweth Court) reported by a resident to be too tall, to ascertain land ownership. It was considered a few of the trees might need attention, but given the trees were not in the ownership of the Parish Council, this would be a civil matter.

**5. FINANCE:****5.1. Income & Expenditure****5.1.1. INCOME: NOVEMBER & DECEMBER 2020**

	£
Barclays Bank Interest	2.13
Axe Field rent (25 <sup>th</sup> Nov 2020)	200.0
<b>NOVEMBER &amp; DECEMBER 2020 INCOME TOTALS</b>	<b>£202.13</b>

Noted.

**5.1.2. EXPENDITURE: NOVEMBER & DECEMBER 2020**

	VAT £	Net £	TOTAL £
Parish Magazine Printing – Nut Tree Newsletter – Oct 2020 Edition (invoice 6461)	0.00	90.75	90.75
SLCC – Planning White Paper training	6.00	30.00	36.00
PWS – Cleaning materials – disabled toilets (inv. 281027)	3.86	19.32	23.18
Cormac – Seaton countryside park inspections (inv. IN108946), October	6.32	31.59	37.91
Biffa – sanitary waste collection (inv. 660C63030) (September)	12.56	62.80	75.36
Viking Payments – soap for disabled toilets (inv. 257041)	8.69	43.44	52.13
Viking Payments – soap for disabled toilets (inv. 250973)	1.27	23.29	24.56
John Croft – reimbursement for Zoom Pro (01-30/11/20)	0.00	14.39	14.39
B.F.C. Carpet World – Downderry surgery carpet (grant payment)	166.67	833.33	1,000
British Gas – Downderry – electricity (Oct 2020)*	0.66	13.38	14.04
Biffa – sanitary waste collection (inv. 660C63562) (October)	10.05	50.24	60.29
Parish Magazine Printing – Nut Tree Newsletter – Nov 2020 Edition (invoice 6562)	0.00	85.50	85.50
Viking Payments – soap for disabled toilets (inv. 257041)	8.69	43.44	52.13
Viking Payments – stationery and soap for disabled toilets (inv. 250973)	1.27	23.29	24.56
Cormac – Seaton countryside park inspections (inv. IN110472), November	6.32	31.59	37.91
Cormac – Zoono cleansing disabled toilets backlog:			
(inv. IN111264)	15.00	75.00	90.00
(inv. IN111268)	15.00	75.00	90.00
(Inv. IN111265)	15.00	75.00	90.00
(inv. IN111266)	15.00	75.00	90.00
(inv. IN111267)	15.00	75.00	90.00
Royal British Legion Poppy Appeal - wreath	0.00	50.00	50.00
Clerk salary recharge to Cornwall Council backlog:			
(inv. 8100059857), October 2020	1.00	1,017.50	1,018.50
(inv. 8100065222), July 2020	1.00	966.44	967.44
(inv. 8100065223), August 2020	1.00	1,172.73	1,173.73
(inv. 8100065224), September 2020	1.00	1,169.21	1,170.21
Petty cash	0.00	50.00	50.00
Peck Trading – replacement hand dryer and sanitiser (inv. 390509)	27.40	137.00	164.40
Parish Magazine Printing – Nut Tree Newsletter – Dec 2020 Edition (invoice 6653)	0.00	120.50	120.50
Cormac – Seaton countryside park inspections (inv. IN112237), December	6.32	31.59	37.91
Clerk salary recharge to Cornwall Council (inv. 8100071820), November 2020	1.00	1,017.50	1,018.50
PFK Littlejohn – external auditing fees (inv. SB20203884)	40.00	200.00	240.00
Peck Trading – replacement soap dispensers x 2 (inv. 390952)	9.98	49.90	59.88
Biffa – sanitary waste collection (inv. 660C64311) (November)	10.05	50.24	60.29
Viking Payments – stationery and stamps (inv. 593550)	1.51	33.61	35.12
South West Water Business – Downderry toilets	0.00	169.94	169.94
<b>Direct Debit Payments:</b>			
BT	9.12	36.47	45.59
BT	9.12	36.47	45.59
<b>Standing Order Payments:</b>			
MR. J. BIRD – November 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
MR. J. BIRD – December 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
<b>NOVEMBER &amp; DECEMBER 2020 EXPENDITURE TOTALS</b>	<b>425.86</b>	<b>9,228.55</b>	<b>9,654.41</b>

\* British Gas December direct debit not taken by 30<sup>th</sup> Dec.

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

## 5.2. Bank Statements & bank account / interest management

Date	Account	Balance £	Interest
30 Dec 20	Barclays Community	1,000.00	£0.00
30 Dec 20	Barclays Business Premium	42,082.51	£0.00
30 Dec 20	Barclays Rate Reward	61,892.86	£0.49
30 Dec 20	Lloyds TSB Current Account*	67,538.58	Fixed Term Deposit matured on 1 <sup>st</sup> July (interest 0.1% = £16.84)

\* Funds held in current account from July.

Noted.

[Cllr J Millidge joined the meeting at 7.45pm.]

## 5.3. Accounts to be paid

	VAT £	Net £	TOTAL £
Reimbursement to K Pugh for urgent payment to Viking (antibacterial handwash for toilets) (missed invoice from July)	0.00	23.82	23.82
John Croft – reimbursement for Zoom Pro (01-31/12/20)	0.00	14.39	14.39
John Croft – reimbursement for Zoom Pro (01-31/01/21)	0.00	14.39	14.39
Biffa – sanitary waste collection (inv. 660C64777) (December)	10.05	50.24	60.29
Viking Payments – warning tape (inv. 687752)	6.59	32.94	39.53
PWS – Toilet rolls and cleaning materials – disabled toilets (inv. 292859)	22.85	114.24	137.09
Parish Noticeboard Company – Seaton noticeboard (inv. 9196) – 1 <sup>st</sup> 50% on order	61.00	305.00	366.00
Cornwall Council Planning Portal - Tanver Yate plans	0.00	256.00	256.00
Bill Knight – Tanver Yate plans	0.00	200.00	200.00
Parish Noticeboard Company – Seaton noticeboard (inv. 9196) – 2 <sup>nd</sup> 50% on delivery	61.00	305.00	366.00
Clerk salary recharge to Cornwall Council (inv. 8100081449), December 2020	1.00	1,545.88	1,546.88
<b>Total</b>	<b>162.49</b>	<b>2,861.90</b>	<b>3,024.39</b>

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

## 5.4. Electronic banking – update

The Clerk updated the meeting, having spoken to a member of staff at Barclays, Liskeard. The Clerk had not been able to reach a business advisor by telephone as yet. Barclays offers dual authorisation online banking with a 'complex signing mandate'. However, it is not yet known if both signatories can access from different locations/devices.

SLCC advice received on debit cards was that they pose too high a risk and only offer single authorisation. A pre-paid card could be an option - essentially another form of petty cash which the Council 'tops up' to a certain amount or for a specific purpose. They used to be free, but now generally charge a fee.

Councillors discussed possible next steps:

1. Speak to Barclays regarding dual authorisation and ensure digital signatories can be made from different sites/device (necessary). If not possible, consider alternatives.
2. Wait until Elections before changing any bank mandates/signatories.
3. Move to online banking with Barclays (or alternative) depending on point 1.

In terms of paying the domain fees in advance for the new website, Cllr M Gibbons would be amenable to pre-paying for a number of years and would be reimbursed by the Parish Council (rather than the Parish Council implement a card option, such as a pre-payment card).

It was **proposed** by Cllr J Candy that any move to online banking be implemented after the Elections.

This was **seconded** by Cllr M Gibbons and **agreed unanimously** by the meeting.

## 6. HIGHWAYS MATTERS

### 6.1. Pavement by the school

A site meeting had been organised for March 2021 with the landowner (St Barnabas MAT) to discuss the feasibility of constructing a pavement.

Attendees booked: MAT CEO, school head, school secretary, Cllrs J Candy and J Millidge.

## **6.2. South West Water sewer discharge**

Location: across the highway by the entrance to Seaton car park.

Cllr J Candy updated the meeting as to the longstanding problem of foul water discharge emanating from the manhole at Seaton following rain. He felt that after years of reporting problems to South West Water (SWW), the Environment Agency and Cornwall Council, it was time to send a strong letter to SWW with a request for infrastructure to be improved and maintained.

Councillors discussed the health hazard of visitors and residents walking through foul water, often barefoot after leaving the beach. As a high-traffic area, this should not be allowed to continue.

It was **proposed** by Cllr A Thorpe that letters were sent out as suggested, calling for a need for SWW to refurbish their pipes. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting. Cllr J Candy would provide the Clerk with the required information and photographic and video evidence, to send out as three separate letters by email to SWW, the Environment Agency and Cornwall Council (Highways). Cornwall Cllr Richard Pugh should be copied in to the letters.

## **7. CURRENT / ONGOING BUSINESS**

### **7.1. National lockdown**

The Chair updated the meeting as to the latest position of parish facilities based on national guidance: disabled toilets – open; outdoor gym equipment – closed; MUGA (outdoor court) – closed by Cornwall Council.

No more action would be required at this time.

### **7.2. Slipway – update**

To make a decision on the four tank traps (two full and two partial) – number and preferred location. Three location possibilities were raised: on the beach by the ramp; on the triangle/green by the bus stop; or stay on the beach near where they were found, near the edge of the ramp. (The third option would require substantial securing of foundations.)

It was discussed that the beach would not be the best environment due to unstable sands and river course. If the tank traps were relocated to the green, there could be an information board alongside. Councillors agreed the preferred option would be to keep all of the tank traps and move them to the triangle. This work would need to be carried out by crane at an estimated cost of c. £3,500.

In the short term, it was agreed that the tank traps would need to be fenced off by Cormac and the fourth trap dug out of the ground.

It was **proposed** by Cllr D Parry to keep all the tank traps and move them to the triangle. This was **seconded** by Cllr J Millidge and **agreed unanimously** by the meeting.

Crane quotes would be required, in addition to planning permission. Cornwall Council would also need to be approached formally. Four Councillors agreed to meet virtually to discuss further.

### **7.3. Housing Needs Survey 2020**

A draft survey had been received from Cornwall council for approval.

Councillors requested further information on number of households and response rate compared with the 2011 survey (when numbers for both were higher), but were satisfied the draft report was ready to proceed to final stage.

### **7.4. Seaton play area – update**

The Chair (Cllr M Temlett) had met virtually with Cornwall Cllr Richard Pugh, the Cornwall Council Link Officer (David Read) and the Cornwall Council Officer responsible for play areas (Stuart Wallace) to discuss the Seaton play area and Cornwall Council's plans with regard to further works and the possible devolution of the play area to the parish.

Cornwall Council's interest in devolving the play area is due to its ongoing costs (weekly health and safety checks, repairs, etc.). However, Cllr Temlett and Cornwall Cllr Pugh could not see an advantage to taking it on.

In terms of phase 2 of the works, the concern of the working party was that Cornwall Council would not help with further works unless the play area was devolved and that any fundraising via the community might not be allowed to proceed without devolution.

Cornwall Cllr Pugh stated that Cornwall Council would proceed with the works, but given the large number of play areas in Cornwall, the works would be done to Cornwall Council timescales.

This being the case, Cllr J Millidge requested confirmation in writing that if community money is raised, that Cornwall Council would commit to installing and delivering on the project.

Cornwall Cllr Pugh agreed that this was a fair question to ask and that he would press for such a commitment in writing.

### **7.5. Adopted BT phone box (Seaton)**

Cllr J Croft put forward costs of c. £822 to refurbish the BT kiosk, to include paint, full glazing, light fitting, custom signs and preparation. Additional costs would include an electrician, decorating and delivery.

It was requested that the Clerk speak to the parish contractor about helping with painting (specifically lead paint).

Cllr M Gibbons **proposed** that the costs were approved, which was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

### **7.6. Superfast broadband**

Cllr M Gibbons raised the topic of the BT Gigabit Voucher Scheme, with a view to connectivity being improved, particularly in parts of Seaton and Hessenford and at a time when so many parents and children are learning online due to schools being closed/restricted.

It was agreed that Cllr Gibbons should share the information on the Scheme to the Parish Council Facebook page.

### **7.7. New website – update**

The Clerk had requested a quote from the developer for the migration of all documents (including any Agendas/Minutes updated for accessibility by the Clerk) by the end of January. This would save a significant amount of time (est. 15/20 hours) and enable the site to go live in February and would mean any further updating of pages could be done within the new site.

A quote of £200 had been received for 7/8 hours of the developer's time.

Cllr M Gibbons **proposed** to accept the quote and outsource the migration of documents. This was **seconded** by Cllr J Millidge and **agreed unanimously** by the meeting.

## **8. REPORT BY CORNWALL COUNCILLOR:**

Cornwall Cllr Pugh discussed the following points:

- a. A hole in the wall was made at Seaton for beach access for safety reasons, as residents were climbing over the wall to access the beach. The question was raised about any future plans, as this would need to be considered before the summer.
- b. Advisors and the police would be available at the beach on Saturday afternoons.
- c. An online Become a Councillor fair was taking place on the morning of Saturday 16h January.

## **9. PLANNING:**

### **9.1. PLANNING APPLICATIONS:**

#### **9.1.1. PA20/10578 Mr Ross Winmill The Pavillion, Bridge Road, Seaton PL11 3JDX**

Extg. asbestos slate roof removed and replaced with natural slate, new dormer windows and extension to existing dormer windows, new fenestration including new window and sliding door configurations, reposition of entrance and new steps, balcony extension and removal and replacement of existing balcony to the south east and part change of use from shops tradable area to restaurants and cafes.

*(Planning Officer: George Shirley)*

Councillors viewed the drawings of the commercial premises and noted the street scene, with a balcony going across the whole front of the premises. It would be double in size, but with the same footprint. Councillors considered the plans would be an improvement.

After a discussion on how the end of the balcony overlooked flats, Cllr Millidge **proposed to support** the application on condition of appropriate screening or blanking at the end of the balcony to prevent overlooking. This was **seconded** by Cllr M Gibbons and **agreed** by the meeting. There was one abstention.

#### **9.1.2. PA21/00104 Mrs Carla Parkinson Peel Cottage, Church Hill, Hessenford, PL11 3HR**

Works to trees in a Conservation Area, namely cut back 12 metre Hazel tree by approximately 3 metres to clear overhead cables.

*(Planning Officer: Helen Trebilcock)*

It was noted that the application already had support from the Tree Officer.

Cllr D Parry **proposed to support** the application, which was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

**9.2. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA:****9.2.1. PA20/10937 Mr D Carroll Land North East of Spring Bank, Seaton Park, Seaton PL11 3JF**

Proposed new dwelling.

*(Planning Officer: Josep Sandercock)*

As there were already two public objections on the Planning site and the application had been submitted late to the Parish Council, it was decided to defer the application until the Planning meeting on 28<sup>th</sup> January 2021.

**9.2.2. PA20/11552 Mr M Spencer-Harper 7 Hillside Terrace, Treliddon Lane, Downderry PL11 3LT**

Proposed bedroom in the roof with balcony. Garden shed for office and storage.

*(Planning Officer: Josep Sandercock)*

As this was another late application, it was decided to defer the application until the Planning meeting on 28<sup>th</sup> January 2021.

**9.3. PLANNING APPEALS:** Received by date of the meeting

None had been received.

**9.4. PLANNING DECISIONS: Received by the date of the meeting****16.12.2020 PA20/08075 APPROVED**

Applicant: Mr And Mrs R Hill

Location: Capricorn West Camps Bay Downderry Torpoint Cornwall

Proposal: Domestic extension to form attached garage and replacement porch, demolition of existing detached garage and associated works

**22.12.2020 PA20/08883 APPROVED**

Applicant: Mr Bernard Lofts

Location: Brambles Keval Lane Seaton Torpoint Cornwall

Proposal: Formation of off-street car parking space

**22.12.2020 PA20/09636 APPROVED**

Applicant: Mr D Champion

Location: An Palmek Looe Hill Seaton Torpoint Cornwall

Proposal: Extension to house

Noted.

**9.5. PLANNING CORRESPONDENCE:****9.5.1. PA20/11084: Jasione non-material amendment**

An email had been received by the Planning Officer on 7<sup>th</sup> January 2021 to advise that the change from extension to balcony did not constitute a non-material amendment and a new application would therefore need to be submitted.

**9.5.2. PA20/05240: 34 Trierieve Estate, Downderry 5-DAY PROTOCOL**

An email had been received by the Planning Officer on 11<sup>th</sup> January 2021 with reference to revised plans, for which he asked for one of two responses: Agree with recommendation (to approve) or Agree to disagree.

After a discussion of the revisions, Cllr D Parry **proposed to agree** with the recommendation (to approve), which was **seconded** by Cllr A Thorpe and **agreed** by the meeting. There was one 'agree to disagree'.

**9.5.3. Unexplained planning notice dated 17<sup>th</sup> December 2020 on Downderry village hall noticeboard**

The notice related to the ANPR camera/signage application and was a late notice from previously, delayed due to Covid restrictions. The only further development on the application so far was that the applicant had updated the (inaccurate) location information.

Councillors noted that the camera was no longer directed at the public highway.

**9.6. PLANNING MATTERS RAISED BY MEMBERS:**

There had been damage (a large hole made) to ancient hedgerow in Tregunnick Lane, Seaton. An enforcement case had been brought.

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

A Councillor questioned a previous item regarding voting in a Vice Chair before May's Elections. Items requested for the next meeting: affordable housing on Treliddon Lane, Broads Yard, footpaths.

**10.2. Grant application – Hessenford Hall**

A request for £774 had been received by the Hessenford Hall Committee to purchase drying-out equipment further to flooding of the Hall days before Christmas 2020. The Committee had also made other requests for grant funding at the same time.

Councillors discussed that this would usually be an insurance claim. Cllr H Brockbank **proposed** that the Hall Committee refers to their insurer first, but return to the Parish Council if such support was not forthcoming. This was **seconded** by Cllr A Thorpe and **agreed** by the meeting.

**10.3. Localism Vision and Strategy Meeting**

The Clerk asked if any Councillors would like to attend the localism virtual meeting on 25<sup>th</sup> January 2021, although a recording would be requested. Two Councillors asked to be sent the recording when available.

**There being no further business, the Meeting closed at 9.24pm.**