

Deiock Parish Council

The Vestry, St Nicolas Church,
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MINUTES of the ORDINARY MEETING of DEIOCK PARISH COUNCIL held virtually at 7.30pm on Thursday 17th DECEMBER 2020

PRESENT: Parish Cllrs. 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, Donderry Ward
Ms. H. Brockbank, Donderry Ward
Mr. M Gibbons, Donderry Ward
Karen Pugh (Parish Clerk)
Cornwall Cllr Richard Pugh

In Cllr M Temlett's absence, Cllr J Candy proposed that Cllr D Parry chair the meeting. This was seconded by Cllr A Robinson and agreed unanimously by 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
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

No members of the public were present.

3. TO ACCEPT APOLOGIES FOR ABSENCE:

Apologies had been received from Cllr M Temlett (Parish Council Chair) for health reasons. Councillors wished her a speedy recovery.

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

4. MINUTES:

- 4.1. To approve the Minutes of the Ordinary Meeting of **12th November 2020** as a correct record. Approval of the Minutes was **proposed** by Cllr J Candy, **seconded** by Cllr A Robinson and **agreed** by the meeting.
- 4.2. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)
There were no matters arising.
- 4.3. To approve the Minutes of the Extraordinary Meeting of **26th November 2020** as a correct record. Approval of the Minutes was **proposed** by Cllr H Brockbank, **seconded** by Cllr M Gibbons and **agreed** by the meeting.
- 4.4. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)
Cllr J Candy advised the meeting that the Tanver Yate plans would be submitted in the near future. [Cllr J Millidge joined the meeting at 7.45pm. Apologies were made due to a family emergency.]
- 4.5. To approve the Minutes of the Finance & General Purposes Meeting of **26th November 2020** as a correct record. Approval of the Minutes was **proposed** by Cllr H Brockbank, **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

4.6. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)
There were no matters arising.

5. FINANCE:

5.1. Income & Expenditure

5.1.1. INCOME: OCTOBER & NOVEMBER 2020

	£
Barclays Bank Interest	1.05
Axe Field rent (25 th Nov 2020)	200.00
OCTOBER & NOVEMBER 2020 INCOME TOTALS	£201.05

Noted.

5.1.2. EXPENDITURE: OCTOBER & NOVEMBER 2020

	VAT £	Net £	TOTAL £
Viking Payments – soap for Seaton disabled toilet (inv. 944406)	13.17	65.84	79.01
Peck Trading – sanitiser unit and sanitiser (inv. 387926)	7.10	35.50	42.60
C. Hirst – repairs to Downderry toilets roof, Sept	0.00	140.00	140.00
Aubergine – 1st 50% new website development (inv. AUB8462)	119.80	599.00	718.80
John Croft – reimbursement for Zoom Pro (01-31/10/20)	0.00	14.39	14.39
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
Direct Debit Payments:			
British Gas – Downderry – electricity (Nov 2020)*	0.48	9.60	10.08
BT	37.58	187.93	225.51
BT	9.12	36.47	45.59
Standing Order Payments:			
MR. J. BIRD – October 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
MR. J. BIRD – November 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
OCTOBER & NOVEMBER 2020 EXPENDITURE TOTALS	494.61	4,008.18	4,502.79

* British Gas (public toilets electricity) monthly payments paid by direct debt from October.

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

5.2. Bank Statements & bank account / interest management

Date	Account	Balance £	Interest
27 Nov 20	Barclays Community	1,000.00	£0.00
27 Nov 20	Barclays Business Premium	43,113.83	£0.00
27 Nov 20	Barclays Rate Reward	61,892.37	£1.05
27 Nov 20	Lloyds TSB Current Account*	67,538.58	<i>Fixed Term Deposit matured on 1st July (interest 0.1% = £16.84)</i>

* Funds held in current account from July.

Noted.

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
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
Total	887.00	6,006.19	6,094.89

Invoices to follow include South West Water (ongoing query with invoices)

The Clerk advised there were still some delayed invoices due.

A **proposal to accept** the accounts to be paid was made by Cllr J Croft, **seconded** by Cllr J Candy and **agreed unanimously** by the meeting.

5.4. Electronic banking

The Clerk had contacted SLCC for their guidance on moving to online banking. The SLCC response covered a number of points, namely that online banking should be no less secure than current arrangements, with a minimum of two people involved in the process, and that the system put in place should balance security and safety of public money with convenience.

A first point of call would be to ask if the Parish Council's current bank can meet these requirements, which would help the process along. Opening a new account with another bank might prove difficult during the pandemic.

Cllr A Thorpe **proposed** that a decision on online banking be deferred while online banking options were investigated. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

5.5. Ratification of precept

Councillors viewed the revised spreadsheet, showing reductions in a number of areas as discussed in the Finance & General Purposes meeting on 26th November.

After a discussion of the new figures, Cllr J Candy **proposed** that despite an increase in expected expenditure for the 2021/22 year to £45,665, the Parish Council should present a 'standstill' precept of £40,500 (0% increase over 2020/21) to Cornwall Council, as there were sufficient reserves. It was also felt that given the challenge of a continuing pandemic, a 0% increase would be the right thing to do for residents. This was **seconded** by Cllr M Gibbons and **agreed** by the meeting. There was one abstention.

(See Appendix 1 at the end of these Minutes for 2021/22 expenditure and precept figures.)

5.6. Financial correspondence

5.6.1. AGAR auditor's report

The Auditor's report had been received, with an additional clause saying supporting information was received after the report was closed (due to a very late request by the auditors for additional supporting information on 2018 salary information). However, the supporting information was deemed sufficient.

5.6.2. Approve Cormac gym equipment inspection costs 2021

Proposed costs for 2021: £458.87 + VAT. While a 21% increase over 2020, this was mainly to do with how Cormac are now calculating the costs, i.e. on time spent.

It was **proposed** by Cllr J Candy that more detail was requested on the travel element of the increase, before approval was made. This was **seconded** by Cllr D Parry and **agreed unanimously** by the meeting.

6. HIGHWAYS MATTERS

6.1. Pavement by the school

Councillors discussed investigating the feasibility of constructing a pavement by the school that would be used by all pedestrians, not just children, and would connect different parts of the village, including Buttlegate.

It was **proposed** by Cllr J Candy that the Clerk contacts the Chief Executive of St Barnabas MAT with an invitation to meet with the Parish Council to discuss the potential construction of a pavement. This was **seconded** by Cllr J Millidge and **agreed unanimously** by the meeting.

7. CURRENT / ONGOING BUSINESS

7.1. Seaton play area – update

Cllr J Millidge thanked Cornwall Cllr Richard Pugh for his input as new matting had been laid in the play area to help with the problem of excessive mud.

There was a further discussion regarding a comment made by a Cornwall Council Officer on the subject of possible devolution of the play area, which was unexpected.

It was hoped Cornwall Cllr Pugh might be able to shed some more light on this in Item 8 to follow.

7.2. Slipway – update

The completion date had been delayed due to flooding, but work would continue on 4th January, to finish at the end of the month.

Councillors discussed the tank traps currently on the beach and whether to keep just one for heritage purposes (with a plaque mounted on it) or keep all three. It was agreed to discuss the matter further in the next meeting.

7.3. Memorial garden – update

Timescales for agreed works:

Shelter roof – over the Christmas period

Access ramp – February 2021

7.4. Neighbourhood Plan – update

The latest changes had been made and a final check of the document needed to be done, after which the plan would be returned to Cornwall Council.

7.5. Return to physical meetings/Use of the Zone in 2021

Further to the recent Covid tier restrictions and subsequent guidance from NALC strongly advising to continue with virtual meetings, it was **proposed** by Cllr A Thorpe that physical meetings should not return for the foreseeable future. This was **seconded** by Cllr J Candy and **agreed unanimously** by the meeting.

8. REPORT BY CORNWALL COUNCILLOR:

Cornwall Cllr R Pugh discussed the following points:

a. Seaton play area. Cllr Pugh said he had been surprised about the devolution conversation, as the play area had not previously been part of the devolution package (to include the slipway, memorial garden and Broads Yard car park). Any request would go to Cornwall Council's Community Link Officer, David Read.

[Councillors and Cllr Pugh agreed that a fuller discussion was needed on this topic, with information required on costs, timings and any impact on further improvements to the play area.

Cllr J Millidge **proposed** that the Clerk contacts David Read with regard to an initial meeting on devolution. This was **seconded** by Cllr J Candy and **agreed unanimously** by the meeting.]

b. The introduction of pop-up sites for the 2021/22 year, starting from April. (A request had previously been received by The Beach House for a beach pop-up shop.)

c. Covid. Cllr Pugh advised that there many marshals patrolling cities, with the message that Tier 3 and above visitors should stay away. (Note: Cornwall was in Tier 2 at the time of this meeting.)

9. PLANNING:

9.1. PLANNING APPLICATIONS:

9.1.1. PA20/09820 Mr And Mrs P Jackson Raven Cottage, Brenton Road, Dowderry

Proposal: Alterations and extension to include first floor garage and parking

(Planning Officer: Josep Sandercock)

Councillors noted there was no street view drawing, nor relationship drawings, so it was difficult to make an informed decision.

Cllr A Thorpe **proposed to support** the application, but requested to see relationship drawings in relation to surrounding properties. This was **seconded** by Cllr M Gibbons and **agreed** by the meeting. There were two abstentions.

9.2. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA:**9.2.1. PA20/10578 Mr Ross Winmill The Pavillion, Bridge Road, Seaton PL11 3JDXX**

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)

Given this application was received late and would be of interest to the public, Cllr J Candy **proposed to defer** the application until the January meeting. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

9.2.2. PA20/11005 Ms Angela Lea Mount House, Main Road, Downderry PL11 3LDXX

Fell a Cypressus Macrocarpa.

(Planning Officer: Helen Trebilcock)

Councillors agreed that the tree was dangerous.

Cllr H Brockbank **proposed** that the Parish Council refers to and follows the recommendation of the County Tree Officer. This was **seconded** by Cllr D Parry and **agreed unanimously** by the meeting.

9.2.3. PA20/11084 Mr Timothy Pullin Jasione, Front Road, Downderry PL11 3JYXX

Application for non material amendment (1) to PA20/02070 dated 06.05.2020. Amendment sought addition of balcony to rear of bungalow instead of extension.

(Planning Officer: Josep Sandercock)

Having previously supported the earlier application for an extension, Cllr M Gibbons **proposed to support** a rear balcony due to adequate privacy screening. This was **seconded** by Cllr J Millidge and **agreed unanimously** by the meeting.

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**20.11.2020 PA20/08044 APPROVED**

Applicant: Mr M Thomas

Location: Peri Silva Main Road Downderry Torpoint Cornwall

Proposal: Extensions to house

07.12.2020 PA20/08682 APPROVED

Applicant: Ms F Kaikobad

Location: St Hilarion Brenton Road Downderry Torpoint Cornwall

Proposal: Proposed Extension and Alterations

10.12.2020 PA20/04907 APPROVED

Applicant: Mr R Seymour

Location: WWII Communications And Billet Bunker Land East Of Reef Point Cottage Main Road Downderry Cornwall

Proposal: Proposed parking bay

10.12.2020 PA20/07587 WITHDRAWN

Applicant: Mr & Mrs Fernbach

Location: Downderry Lodge Buttlegate Downderry PL11 3LH

Proposal: The widening and improvement of the Visibility splay. Accommodating the repositioned coastal footpath.

Noted.

9.5. PLANNING CORRESPONDENCE:**9.5.1. PA20/08075: Capricorn: 5-DAY PROTOCOL**

An email had been received from Planning on 04/12/20 with revised drawings showing a reduction in size of the proposed development. The Planning Officer was minded to accept the revisions and requested a response from the Parish Council, either agree or 'agree to disagree'.

Councillors' responses were mixed, but were predominantly agree to disagree. Cllr H Brockbank therefore **proposed to agree to disagree** with the Planning Officer's recommendation. This was **seconded** by Cllr M Gibbons and **agreed** by the meeting.

9.5.2. PA20/08883: Brambles

Further to an email received from Planning on 16/12/20, it was **proposed** by Cllr M Gibbons to agree to the removal of the condition attached to the Parish Council's support of this application (and a neighbouring application), which related to the appearance of blockwork in a car parking area. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting.

9.6. PLANNING MATTERS RAISED BY MEMBERS:

None were raised.

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

Housing Needs Survey: The draft Housing Needs Survey report had been received from Cornwall Council. The Parish Council's feedback was requested for January, after which a final report would be sent out.

Adopted BT phone box.

Election of a vice chair (previously discussed).

10.2. Morweth Court – overgrown trees

A resident had requested land ownership information in order to request the cutting back of a number of tall trees.

Two Councillors agreed to investigate the site to try to ascertain land ownership, but thought this might be a civil matter and therefore not the responsibility of the Parish Council.

There being no further business, the Meeting closed at 9.20pm.

APPENDIX 1**DEVIOCK PARISH COUNCIL PRECEPT 2021/22****Estimated expenditure:**

<u>GENERAL EXPENSES:</u>	£
Clerk's Gross Salary	13,275
Council's NI Contribution, etc.	620
Council's Pension Contributions	2,476
Clerk's Mileage Allowance	200
Administration Expenses	4,600
Chairman/Cllrs Expenses	1,611
Training	650
Audit & Internal Audit Fees	425
Insurance	888
Hall Hire & APM	300
Subscriptions & Publications	700
Grants / Gifts / Donations	500
S.137 (grants o/s specific legislation)	50
Seats / Notice Boards & flags, etc.	1,100
Outdoor Gym Safety Checks	1,280
Parish Magazine	1,040
Bank Charges	0
Election Expenses	300
Defibrillators (Downderry & Seaton)	1,200
Public Toilets (Downderry & Seaton)	12,000
Traffic management	0
Deviock Community Forum	0
Total general expenses	43,215
<u>GRANT-ASSISTED EXPENSES:</u>	
Parks & Open Spaces	1,050
Burial Purposes	0
Lighting	0
Neighbourhood Plan	1,000
PROW Maint. Less Grant (£477)	400
Total grant-assisted expenses	2,450
<u>OTHER EXPENSES:</u>	
<u>Existing Capital Schemes:</u>	
The Axe	0
Tanver Yate	0
Downderry Hill	0
Rocknose Footpath	0
Public Conveniences Maintenance Fd.	0
Grant & Donations Fund	0
Parish Plan Community Development	0
Total other expenses	0
TOTAL ALL EXPENSES	45,665
Precept to put forward to Cornwall Council	40,500