

**MINUTES of the ORDINARY MEETING of
DEVIOCK PARISH COUNCIL held virtually
at 7.30pm on Thursday 9th JULY 2020**

PRESENT: Parish Cllrs. Ms. M.E. Temlett (Chair), Downderry Ward
Mrs. B. M. Lloyd, Downderry 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, 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
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 Cllrs M Gibbons (personal commitment), H Brockbank (work commitment) and S Parry.

The Chair confirmed to the Council that by not attending the meeting, Cllr S Parry would unfortunately lose his seat due to the six-month (Councillor attendance) rule and a vacancy would be advertised in due course. Acceptance for apologies for absence was **proposed** by Cllr A Thorpe, **seconded** by Cllr J Millidge and **agreed unanimously** by the meeting.

4. MINUTES:

4.1. To approve the Minutes of the Ordinary Meeting of **12th March 2020** as a correct record.
Approval of the Minutes were **proposed** by Cllr B Lloyd, **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

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

(Item in the Minutes) 9.7. Boules piste: Light gravel rather than sand would be required.

9.8. Millennium benches: Cllr J Croft stated that due to the weight of the benches, it would be necessary to assemble them on site. It would therefore be preferable to use the same refurbishment contractor for the foundations to avoid the risk of split responsibility for any damage.

9.9. Handyman prices to repair memorial garden shelter roof: Cllrs J Croft and H Brockbank to ask for two additional quotes before a decision is made on repairs.

12.4. Coronavirus and business continuity: Clarification that prior to lockdown in March, contract cleaners would have been approached as possible cover for the parish contractor if public toilets had remained open. In the event, the toilets did not remain open.

6. FINANCE:**6.1. Income & Expenditure****6.1.1. INCOME: MAY & JUNE 2020**

	£
Barclays Bank Interest	22.08
Lloyds TSB Fixed Term Deposit (1 st Jul 20)	16.84
Hastoe refund	780.00
MAY & JUNE 2020 INCOME TOTALS	818.92

6.1.2. EXPENDITURE: MAY & JUNE 2020

	VAT £	Net £	TOTAL £
Viking Payments – stationery (inv. 957861)	5.17	34.97	40.14
Parish Magazine Printing – Nut Tree Newsletter – May 2020 Edition (invoice 6039)	0.00	90.75	90.75
Biffa Waste Services – Seaton toilets sanitary waste collection (inv. 660C59714) March 2020	9.57	47.84	57.41
British Gas – Downderry – electricity (April 2020)	0.55	11.08	11.63
hrmTech (R Marven) – web hosting (11/19-11/20) and domain renewal (07/20-07/21) (inv. 0143)	0.00	41.90	41.90
Society of Local Council Clerks – Clerk membership fees (inv. MEM229825)	0.00	140.00	140.00
Viking Payments – stationery (inv. 305551)	5.31	35.67	40.98
CPRE renewal – 07/20-07/21	0.00	36.00	36.00
Parish Magazine Printing – Nut Tree Newsletter – June 2020 Edition (invoice 6103)	0.00	117.00	117.00
Direct Debit Payments:			
BT*	9.12	36.47	45.59
Standing Order Payments:			
MR. J. BIRD – May 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
MR. J. BIRD – June 2020 Cleaning Contract Payment (Downderry & Seaton)	0.00	574.05	574.05
MAY & JUNE 2020 EXPENDITURE TOTALS	29.72	1,739.78	1,769.50

Note 1: Toilets closed, so no charges from South West Water.

Note 2: South West Water presented the Parish Council with a bill for £11,144.43 in May. After investigation, it transpired the bill related to Seaton Beach toilets. The Clerk had suggested that SWW contact Cornwall Council as a first point of call with regard to payment.

* Not the usual BT amount and in the wrong month – the Clerk would look into whether this related to a Zone broadband bill.

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

6.2. Bank Statements & bank account / interest management

Date	Account	Balance £	Interest
29 Jun 20	Barclays Community	1,000.00	£0.00
29 Jun 20	Barclays Business Premium	25,710.86	£6.32
29 Jun 20	Barclays Base Rate Reward	61,863.22	£15.76
1 Jul 20	Lloyds TSB Fixed Term Deposit	67,538.58	<i>Matured on 1st July Interest at 0.1% = £16.84</i>

A letter had been written to Lloyds Bank in June to question an 'unauthorised overdraft' balance of £7 that had appeared on a statement and to request reinvestment for a further 3 months.

6.3. Accounts to be paid

	VAT £	Net £	TOTAL £
Glasdon UK – Hessenford dog waste bin – June 2020	33.63	168.17	201.80
British Gas – Downderry – 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
Total	36.18	3,017.65	3,053.83

Further invoices were expected to follow in the month: Parish Magazine Printing (July edition), PWS (public toilets consumables), Peck Trading (PPE), Cornwall Council (salary recharge for June).

A **proposal to accept** the accounts to be paid was made by Cllr B Lloyd, **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

6.4. Internal audit

The Clerk had been focusing on finalising numbers for the internal audit process. The internal auditor was booked in to undertake an internal audit in two weeks' time.

7. CURRENT / ONGOING BUSINESS

7.1. Memorial garden

To discuss and agree criteria for placement of plaques and capacity required given the volume of requests received.

Councillors were each asked to give their view on criteria (such as having lived in the parish or contributed to the parish in some way) and where plaques could be positioned in the memorial garden.

After a long discussion and range of responses, Councillors felt it would be difficult to make a decision that would mean some people would be eligible for a plaque on passing, but not others. It was therefore proposed to first consider potential capacity and positioning of plaques, the two preferred options being: a memorial wall: or plaques positioned on timber rails at the back of the memorial garden shelter.

Cllr B Lloyd **proposed** that plaques be positioned on the back wall of the shelter and that a site visit (by Cllrs D Parry, J Croft and J Millidge) be arranged to discuss size and therefore capacity of plaques. Cllr Lloyd felt that criteria should be a connection to the village in some way, but this could be discussed further at a later meeting. The **proposal** for a site visit to ascertain plaque capacity on the shelter wall and to delay a decision on criteria was **seconded** by Cllr D Parry and **agreed unanimously** by the meeting.

7.2 Seaton and Dowderry public toilets - Update

The Chair updated the meeting. At this point, the Parish Council had considered opening one toilet which would enable safe social distancing to be achieved. The Parish Council had approached Cormac for a 'Covid' toilet operative. A site visit was arranged, with a quotation due to follow. However, after two weeks of being unable to reach Cormac, it transpired that Cormac did not have capacity to provide an operative as many other parishes were going through a similar process.

In place of providing an operative, Cormac offered an 'enhanced sanitiser' service, a bio-cleansing solution that would keep the toilet cubicle virus-free for 30 days at a cost of £75 per clean and would allow for everyday cleaning on top of it, with reduced risk to the parish contractor. The Parish Council therefore proposed to book the parish contractor onto an online PPE training course, after which Cormac would sanitise the disabled toilet at Seaton, signage would be erected outside and inside the cubicle and the toilet would be opened as soon as possible.

Cllr D Parry expressed a concern about Legionnaire's disease, but was reassured that the parish contractor had been flushing and bleaching the toilets regularly to keep bacteria at bay. The question was raised by Cllr J Millidge as to whether social distancing could be achieved in other blocks, but it was felt that to keep risk to a minimum, one toilet cubicle only should be opened to begin with.

Cllr B Lloyd asked Cornwall Cllr Pugh if more support could be given by Cornwall Council as the Parish Council makes no revenue from the toilets, or from the car park, and that toilets are a cost only. Cllr Pugh agreed that consideration should be given.

7.3 New website – Update

An Accessibility Statement to meet the new Regulations is required to be in place by 23rd September 2020. Of three suppliers considered, one was preferred (with parish council website experience), who would provide a one-off annual fee to include content management and hosting. Cllr M Gibbons had been due to make initial contact to discuss requirements but was currently away.

The Chair asked that the Clerk make initial contact in Cllr Gibbons' absence.

7.4 Seaton play area – Update

Cllr J Millidge referred to an email received by Cornwall Council to say that work on the play area would restart in August. Therefore the second phase, for which fundraising via potential community partners would be required, would be delayed. Cllr Millidge expected the task would be made more difficult due to the economic climate, with a possible longer gap between phases. He would provide a further update at the September meeting.

8. REPORT BY CORNWALL COUNCILLOR:

Cornwall Cllr Pugh discussed the following points:

- a. A detailed report had been received from South West Water, who had cleared a manhole in Seaton beach car park. Two tonnes of debris were cleared, at a cost of £6,000, and there was a 90-day plan to clean the system.
- b. The owners of DOWDERRY LODGE had written to the Parish Council with regard to blocking beach access via the cliff path at the foot of their land. Cllr Pugh had arranged for a site visit by a Countryside Officer, who had responded with a detailed report. Cllr Pugh asked if the Parish Council wished to proceed with any action if access would provide an escape route for safety purposes. If so, he would provide the Parish Council with a contact at Cornwall Council. The Parish Council wished to proceed.
- c. Libraries would be reopening, offering a click and collect service (with library users booking online and picking up).
- d. A BA route was being launched between London Heathrow and Newquay.

9. PLANNING:

9.1. PLANNING COMMITTEE:

9.1.1. To approve the Minutes of planning decisions made March to June 2020 as correct records:

A proposal to approve the Minutes of 26th March 2020 was made by Cllr D Parry, **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

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

A proposal to approve the Minutes of 28th May 2020 was made by Cllr D Parry, **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

A proposal to approve the Minutes of 25th June was made by Cllr D Parry, **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

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

There were no matters arising.

9.2. PLANNING APPLICATIONS:

9.2.1. PA20/04907 Mr R Seymour WWII Communications and Billet Bunker, Land East of Reef Point Cottage, Main Road, DOWDERRY PL11 3LH
Proposed parking bay.

(Planning Officer: Josep Sandercock)

Councillors felt they could not comment until Highways had made their consultation. It was **proposed** by Cllr B Lloyd, **seconded** by Cllr D Parry and **agreed unanimously** by the meeting that the Clerk email the Planning Officer to request such a delay until Highways had responded.

9.3. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA:

9.3.1. PA20/05349 Ian And Claire Brewis Cobland Mill, Cobland Hill, Eglarooze, Torpoint PL11 3DY

Discharge of planning obligation dated 15.01.2003 relating to decision number 01/00620/FU - Construction of two storey Livery and Machinery Store Building

(Planning Officer: Patrick James)

Given the limitations of the planning documents provided, it was **proposed** by Cllr J Croft, **seconded** by Cllr J Candy and **agreed unanimously** by the meeting that the application be deferred until the next meeting.

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

19.06.2020 PA20/00727/PREAPP Closed - advice given

Applicant: Mr D Carroll

Location: Spring Bank Seaton Park Seaton Torpoint Cornwall Page 6 of 33

Proposal: Pre-application advice for proposed dwelling and garage

29.06.2020 PA20/02523 WITHDRAWN**Applicant:** Graham Davies Page 5 of 37**Location:** Looe Hill Seaton TPO Keveral Gardens Seaton PL11 3JH**Proposal:** T1 - dead standing -fell to ground level , T2 - overhanging road - remove lower branches, T3 - overhanging road - remove lower branches, T4- leaning out over road - fell to ground level, T5- overhanging road - remove lower branches, T6- leaning out over road - fell to ground level, T7- overhanging road - remove lower branches**9.6. PLANNING CORRESPONDENCE:**

None had been received.

9.7. PLANNING MATTERS RAISED BY MEMBERS:

No matters were raised.

10. NEW BUSINESS:**10.1. Slipway**

Cllr J Croft updated the meeting on Cornwall Council's proposals for the slipway. He felt that Highways had not listened to the Parish Council's request for a vehicle bar for the slipway or pedestrian calming measures. Cllr A Robinson added that a gate would stop children running out onto the road. Councillors discussed that while the Parish Council supports the new slipway, further measures were needed to protect pedestrians, children in particular.

It was **proposed** by the Chair that Cllr J Candy, with support from Cllr Croft and Cllr J Millidge, write to Paul Allen (Highways) on behalf of the Parish Council to express concern about lack of protective measures in the existing proposals. This was **seconded** by Cllr Croft and **agreed unanimously** by the meeting.

10.2. Matters raised by members for possible inclusion on the next agenda (September meeting).

The Clerk asked if a notice could be attached to all outgoing Parish Council emails, as amidst the volume of emails coming through for Councillors' attention, a number of abusive emails had been received on the topic of public toilets. It was agreed that a zero tolerance notice should be drawn up as soon as possible as the abusive tone of some emails (and Facebook posts) was making day to day work difficult for those having to read them.

There being no further business, the Meeting closed at 9pm.