

Deviocck Parish Council

The Vestry, St Nicolas Church,
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MINUTES of the ORDINARY MEETING of DEVIOCK PARISH COUNCIL held at the METHODIST CHURCH, MAIN ROAD, DOWNDERRY at 7.30pm on Thursday 16th December 2021

PRESENT: Parish Cllrs. Mr. M. Gibbons (Chair), Downderry Ward
Mrs. A. Thorpe, Hessenford Ward
Mrs. A. Robinson, Hessenford Ward
Mr. J. Croft, Seaton Ward
Ms. H. Brockbank, Downderry Ward
Mr. M. Wiseman, Downderry Ward
Mr. D. Cormack, Hessenford Ward
Karen Pugh (Parish Clerk)
Cornwall Cllr Armand Toms

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 requested.

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 J Millidge and J Candy (ill).
Acceptance for apologies for absence was **proposed** by Cllr A Robinson, **seconded** by Cllr D Cormack and **agreed unanimously** by the meeting.
Cllr S England was not present.

4. MINUTES:

- 4.1. To approve the Minutes of the Ordinary Meeting of **11th November 2021** as a correct record.
Approval of the Minutes was **proposed** by Cllr J Croft, **seconded** by Cllr A Robinson and **agreed unanimously** by the meeting.
- 4.2. Matters arising from the Minutes (*not appearing elsewhere on the agenda*)
Flagpoles: costs had been provided by Cornwall Cllr Toms.
- 4.3. To approve the Minutes of the Finance & General Purposes Meeting of **25th November 2021** as a correct record.
Approval of the Minutes was **proposed** by Cllr A Robinson, **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.
- 4.4. 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 2021

	£
Barclays Bank Interest	0.51
Direct donations to Seaton land fund (2 nd -18 th Nov)	32,400.00
Crowdfunds (excluding transaction fees) for Seaton land purchase	26,467.06
OCT & NOV 2021 INCOME TOTALS	58,867.57

Noted.

5.1.2. Expenditure: October & November 2021

	VAT £	Net £	TOTAL £
Reimbursement to Clerk – Brother drum unit for printer (Cartridge World)	0.00	75.39	75.39
CALC Chair training	4.00	20.00	24.00
CALC Budgeting for Clerks training	6.00	30.00	36.00
Parish Magazine Printing – Nut Tree Newsletter – Oct 2021 Edition (invoice 7763)	0.00	147.63	147.63
J.W. Croft – reimbursement for Zoom Pro (01-31/10/21)	0.00	14.39	14.39
Clerk salary recharge to Cornwall Council (inv. 8100176924), Sept 2021	1.00	1,369.06	1,370.06
Peck Trading – toilets consumables (inv. 399457)	14.25	71.25	85.50
H.R. Marven – honorarium for upkeep of old website on voluntary basis	0.00	250.00	250.00
Aubergine – final 50% payments for website setup, hosting and quarterly accessibility compliance scans (inv. AUB9477)	159.80	799.00	958.80
J Bird – reimbursement for purchase of public toilets door furniture	0.00	18.98	18.98
Parish Magazine Printing – Nut Tree Newsletter – Nov 2021 Edition (invoice 7873)	0.00	127.50	127.50
J.W. Croft – reimbursement for Zoom Pro (01-31/11/21)	0.00	14.39	14.39
Clerk salary recharge to Cornwall Council (inv. 8100188121), Oct 2021	1.00	1,369.06	1,370.06
Source for Business (SWW) – Seaton public toilets, 6/7-28/10/21	0.00	521.06	521.06
Source for Business (SWW) – Downderry public toilets, 7/7-22/10/21	0.00	197.96	197.96
Seaton land:			
Stags – purchaser's fee and admin fee for Lots 1 and 2	600.00	3,000	3,600
Reimbursement of 10% deposit to M Gibbons	0.00	8,500	8,500
Direct Debit Payments:			
British Gas d/d – Downderry toilets electricity 22/08/21-21/09/21	0.69	13.95	14.64
British Gas d/d – Downderry toilets electricity 22/09/21-21/10/21	0.68	13.74	14.42
Biffa – waste collection, Oct 2021	5.22	26.12	31.34
Biffa – waste collection, Nov 2021	5.22	26.12	31.34
BT Zone Oct 2021	10.20	51.00	61.20
BT Zone Nov 2021	10.20	51.00	61.20
BT Vestry, quarter to 21/10/21	38.81	194.05	232.86
Standing Order Payments:			
MR. J. BIRD – Oct 2021 Cleaning Contract Payment (Downderry & Seaton)	0.00	594.90	594.90
MR. J. BIRD – Nov 2021 Cleaning Contract Payment (Downderry & Seaton)	0.00	594.90	594.90
OCT & NOV 2021 EXPENDITURE TOTALS	857.07	18,091.45	18,948.52

The Clerk advised that the higher spend during the month was due to some Seaton land costs, the balancing 50% payment for the new website, and South West Water bills.

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

5.2. Bank Statements & bank account / interest management

	Account	Balance £	Interest
29 Nov 21	Barclays Community	1,000.00	£0.00
29 Nov 21	Barclays Business Premium	105,848.24	£0.00
29 Nov 21	Barclays Rate Reward	36,898.54	£0.51
29 Nov 21	Lloyds TSB Current Account*	67,548.42	£0.00

* Funds held in current account from 1 July 2020

Noted.

The Clerk explained the new balances in two Barclays accounts for November, which reflected a £25,000 transfer from one account to another, plus crowdfunder funds and direct donations having been received into the Premium account in readiness for the Seaton land purchase. The next (December) statement would show the land purchase.

5.3. Accounts to be paid

	<u>VAT £</u>	<u>Net £</u>	<u>TOTAL £</u>
<i>Dec payments previously approved and made:</i>			
J.W. Croft – reimbursement for Zoom Pro annual subs (26/11/21-25/1122)	0.00	98.32	98.32
J Bird – reimbursement for washer-dryer parts	0.00	79.14	79.14
Kedel – Recycled mixed plastic wood (benches)	20.06	100.30	120.36
Cormac – Seaton countryside park inspections (inv. IN126573), Oct 2021	7.65	38.24	45.89
Cormac – Seaton countryside park inspections (inv. IN126680), Nov 2021	7.65	38.24	45.89
DaSRA – grant contributing to replacement noticeboard outside village hall	0.00	500.00	500.00
Clerk salary recharge to Cornwall Council (inv. 8100197871), Nov 2021	1.00	1,369.06	1,370.06
CALC Code of Conduct training (SE)	4.00	20.00	24.00
Kedel – Recycled mixed plastic wood (memorial corner)	46.96	234.79	281.75
<i>Seaton land completion payments made:</i>			
Stephens-Scowne LLP solicitors: payment to vendor (ref. TG/DEVI-21-1):	0.00	79,836.12	79,836.12
Stephens-Scowne LLP solicitors: payment of legal fees (DEVI-00021-0001)	381.60	1,948.00	2,329.60
Total	468.92	84,262.21	84,731.13
<i>To approve:</i>			
Cormac – Seaton countryside park inspections (inv. IN128542), Dec 2021	7.65	38.24	45.89
Parish Magazine Printing – Nut Tree Newsletter – Dec 2021 Edition (invoice 7977)	0.00	152.82	152.82
Royal British Legion – Remembrance wreaths x 2	0.00	50.00	50.00
Total	7.65	241.06	248.71

A **proposal to accept** the accounts to be paid was made by Cllr M Wiseman, **seconded** by Cllr D Cormack and **agreed unanimously** by the meeting.

5.4. Grant application

The revised grant application from St Germans & Area Public Transport Group deferred from the last meeting was discussed. It was noted that the query about paying volunteers had been addressed and that it was a worthy cause.

Cllr D Cormack **proposed** that the Parish Council grant the requested £200. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

5.5. Ratification of precept

Revisions to a few line items had been made since the first draft of the precept, and Councillors were now asked to ratify the precept circulated before the meeting.

The Chair confirmed that devolution had been included as a line item in the precept spreadsheet, but with nil cost. Should devolution occur during the latter part of the financial year, the Parish Council would be able to cover the cost.

Cllr A Thorpe **proposed to ratify** a precept of £46,407 (compared with a £40,500 precept in 2021/22). This equated to +£6.47 per year to Band D council tax for Deviock. This was **seconded** by Cllr M Wiseman and **agreed unanimously** by the meeting.

(See Appendix 1 at the end of these Minutes for a breakdown of projected 2022/23 expenditure.)

5.6. Approve Cormac equipment inspection costs 2022

Cormac had provided 2022 contract costs of £458.87 + VAT, unchanged from 2021.

Cllr D Cormack **proposed to accept** the 2022 contract costs. This was **seconded** by Cllr A Robinson and **agreed unanimously** by the meeting.

6. HIGHWAYS AND FOOTPATHS

6.1. Working group – Highways projects

Cllr M Wiseman updated the meeting. The working group had met with Cornwall Council's Highways and Environment Manager and discussed highways issues in the parish and the various highways projects, to include a footpath outside the school, fencing for Rocknose for additional protection, and traffic-calming measures, including passive measures such as those at Hannafore. It was felt a speed visor at Seaton was particularly achievable; a further update would be provided at the January meeting.

6.2 Keveral Lane – update

The Clerk has requested an update further to the on-site scoping exercise undertaken by Cormac during the previous month, but no update had been received as yet.

7. CURRENT / ONGOING BUSINESS

7.1. Seaton land purchase – update

Verbal confirmation of the completion of the purchase had been received from the solicitors. A Seaton land working group would be discussed and set up in early 2022.

7.2. Devolution (Dowderry and Seaton assets) – update

The Chair was working on the devolution application to send to Cornwall Council. Many of the numbers were in place, but more information was expected to come through. The Parish Council now had good data on visitor numbers and parking numbers, which had been included as part of the Parish Council's bid for Changing Places Toilets funding.

7.3. Changing Places Toilets – update

Cornwall Council had not yet heard from central government regarding funding, but would contact the Clerk when news was available. CPT costs had been added to the precept, as any funding would be likely to arrive in the first quarter of 2022.

7.4. Seaton BT kiosk

Further to contact with BT, Cllr J Croft explained that BT would not have sold the BT kiosk at Seaton to the Parish Council had they realised the kiosk was on private land, due to a wayleave. This being the case, the contract could be made null and void, should the Parish Council wish to take this step.

Cllr A Thorpe **proposed** that the Parish Council return the kiosk to BT. This was **seconded** by Cllr H Brockbank and **agreed unanimously** by the meeting. The Clerk was asked to contact BT.

7.5. Neighbourhood Development Plan – update

Next steps and the Referendum process were discussed. 25 working days' notice of a Referendum would be required and a voter information document would need to be prepared in advance (a summary document of the Plan's main points). For the Referendum itself, this would follow usual balloting protocol, although Covid would impact how this would be carried out. Councillors' involvement was encouraged.

8. REPORT BY CORNWALL COUNCILLOR:

Cornwall Cllr Toms updated the meeting with the following:

- a. The Tamar Bridge Committee was sadly being forced to look at a proposed 30% rise in tolls, which would be going out to public consultation, the Government not having agreed to provide funding as they had elsewhere.
- b. Cllr Toms thanked Cllr J Croft for his time to walk around Seaton. Cornwall Council officers had been emailed about a few issues; any replies would be forwarded to Councillors.
- c. The number of people with housing issues was the highest it had ever been. The crisis was worsening and Cornwall was becoming unaffordable for housing the many workers that provided key services. Cllr Toms said government intervention was required.
- d. Cornwall ecological emergency debate: local fishermen using better fishing methods, but not being met by French fishermen in terms of mileage limits.
- e. A motion to end violence against women had been put to Cornwall Council.
- f. There was no salt bin on the A387 in Hessenford, as per Cornwall Council maps. Cllr Toms suggested that a bin was purchased from Cormac, to be located on Church Hill.
- g. There was still a large amount in the local Community chest fund for distribution by the end of the financial year. This could contribute to the new flagpoles requested for Seaton.

9. NEW BUSINESS:

9.1. Matters raised by members for possible inclusion on the next Agenda

Decarbonisation, Neighbourhood Development Plan, Tanver Yate (opening up access).

9.2. New Covid rules from 10th December

Councillors discussed current protocol, which was already as safe as possible without compromising on the ability to have productive meetings, and how to proceed should Covid numbers continue increasing over and after the Christmas break.

Delegated authority was discussed, which would allow parish business to continue and decisions to be made lawfully in the event meetings were cancelled. Decisions (that would usually be made in a council meeting) would instead be made by the Clerk in conversation with the Chair and other Councillors.

Cllr H Brockbank **proposed** to move to a system of delegated authority in the event that meetings were cancelled in the New Year due to Covid risk. This was **seconded** by Cllr A Thorpe and **agreed unanimously** by the meeting.

9.3. Correspondence received

A number of emails had been received on various topics, including pop-up beach concession tenders available from April 2022.

9.4. Clerk notifications

Training received:

Agenda/Minutes training (the Clerk), which had brought up guidance such as removing applicant names from planning applications on Agendas and Minutes.

Planning training (the Chair); future training dates would be available (two Councillors were on the reserve list from previously).

Forthcoming Code of Conduct training: two Councillors booked to attend, but space available for a third, and more dates would be available soon in order for all Councillors and the Clerk to be up to date with this mandatory training within the next few months.

10. PLANNING:

10.1. PLANNING COMMITTEE:

10.1.1. To approve the Minutes of the Planning Committee Meeting of **25th November 2021** as a correct record.

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

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

There were no matters arising.

10.2. PLANNING APPLICATIONS: Received by the date of the meeting:

10.2.1. PA21/01378 Mr and Mrs R Howell 35 Terrieve Estate, Downderry PL11 3LY

Extension on north side to construct garage and covered parking area. Extension to ground and lower ground floors on south side. Construction of new first floor storey.

(Planning Officer: Josep Sandercock)

There were three objections on the Planning site from neighbours due to the overlooking issue.

Councillors noted the Parish Council's previous objection on the grounds of street scene and overdevelopment. After viewing the drawings, it was felt that street scene had been addressed, but not the overlooking aspect.

Cllr J Croft **proposed to object** to the application on the grounds of overdevelopment. This was **seconded** by Cllr H Brockbank and **agreed** by the meeting. There was one abstention.

10.3. PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA

10.2.1. PA21/11917 Mr Dave Twist Oak Bee, Main Road, Downderry PL11 3JA

Replacement of existing flat roof to garage area with new pitched roof, and studlining the garage area to form new games rooms/sunroom with access to new terrace area.

(Planning Officer: Josep Sandercock)

After viewing the drawings, Cllr M Wiseman **proposed to support** the application. This was **seconded** by Cllr J Croft and **agreed unanimously** by the meeting.

10.4. PLANNING DECISIONS

23.11.2021 PA21/08599 WITHDRAWN

Applicant: Mr Ross Winmil

Location: Land North East Of Shalom Seaton Park Seaton Cornwall PL11 3JF

Proposal: Proposed new dwelling within land to the rear of Shalom, Seaton Park, Seaton, PL11 3JF accessed from Tregunnick Lane

26.11.2021 PA21/08658 APPROVED

Applicant: Mr and Mrs R Keeling

Location: 4 Beechfield Main Road Downderry Torpoint Cornwall

Proposal: Proposed conversion and extension of dwelling to form two 2-bedroom self-contained units

30.11.2021 PA21/02795/PREAPP Closed - advice given

Applicant: Mr and Mrs Roberts

Location: Carinya West Camps Bay Downderry Torpoint Cornwall

Proposal: Pre-application advice for the demolition of existing detached house and the construction of a detached house

Noted.

10.5. PLANNING CORRESPONDENCE**10.5.1. PA21/07136 Land East of Reflections: 5-day protocol (received 30th November)**

The Parish Council had responded to go to Committee. This was supported by Cornwall Cllr Toms. Further information would be provided by Cornwall Council in due course.

10.5.2. Enforcement cases – updates

The Coombe: The Clerk was asked by the Chair for an update from Cornwall Council Enforcement as residents had expressed concern that permitted development rights may come into play as a result of the time period involved. Cornwall Council responded that, having had a court ruling against the occupiers, no permitted development rights would apply.

Keval Gardens: No update as yet.

10.5.3. PA21/10796 Alta Vista

Revised drawings were expected in time for the January Planning Committee meeting.

10.6. ANY URGENT PLANNING MATTERS TO ADDRESS BEFORE NEXT PLANNING MEETING

To set up a working group of Councillors in order to move towards the Neighbourhood Development Plan Referendum.

There being no further business, the Meeting closed at 8.50pm.

APPENDIX 1**DEVIOCK PARISH COUNCIL PRECEPT 2022/23****Estimated expenditure:**

<u>GENERAL EXPENSES:</u>	£
Clerk's Gross Salary	13,674
Council's NI Contribution, etc.	640
Council's Pension Contributions	2,558
Clerk's Mileage Allowance	200
Administration Expenses	4,400
Chairman/Cllrs Expenses	1,611
Training	650
Audit & Internal Audit Fees	425
Insurance	1,000
Hall Hire & APM	1,925
Subscriptions & Publications	800
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	1,230
Bank Charges	£0
Election Expenses	300
Defibrillators (Downderry & Seaton)	2,860
Public Toilets (Downderry & Seaton)	12,300
Traffic management	0
Deviock Community Forum	0
Total general expenses	47,503
<u>GRANT-ASSISTED EXPENSES:</u>	
Parks & Open Spaces	1,260
Burial Purposes	0
Lighting	0
Neighbourhood Plan	1,000
PROW Maint. Less Grant	871
Total grant-assisted expenses	3,131
<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
Event Expenses	1,000
Total other expenses	1,000

NEW EXPENSES:

Changing Places Toilets	5,700
Parish signage	1,000
Seaton land management cost	0
Devolution:	
Seaton assets	0
Downderry assets	0
Total new expenses	6,700
TOTAL ALL EXPENSES	58,334
Less estimated income	11,927
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	46,407
Precept to put forward to Cornwall Council	46,407