

## SHALFLEET PARISH COUNCIL

### MINUTES OF ANNUAL MEETING OF SHALFLEET PARISH COUNCIL HELD AT WELLOW INSTITUTE ON WEDNESDAY, 10<sup>th</sup> MAY 2017 AT 7.15 PM

**Present:** Cllrs H Hewston, S Stables, J Jacobs

Clerk: Mrs S Woods

Cllr Stuart Hutchinson

6 members of the public

Parish Cllrs had signed their Declarations of Acceptance to Shalfleet Parish Council and these were duly signed by the Parish Clerk before the start of the meeting.

#### **16/17-18 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE COUNCIL FOR 2017/18:**

Cllr Jacobs proposed Cllr Hewston to be Chairman, seconded Cllr Stables. There being no further nominations, this was **resolved**.

#### **17/17-18 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE FORM AND CLERK TO COUNTERSIGN:**

Cllr Hewston signed her Declaration of Acceptance form and this was duly countersigned by the Clerk. Cllr Hewston took the Chair.

#### **18/17-18 TO RECEIVE NOMINATIONS AND ELECT A VICE-CHAIRMAN OF THE COUNCIL FOR 2017/18:**

Cllr Jacobs proposed Cllr Jacobs to be Vice-Chairman, seconded Cllr Stables – there being no further nominations this was **resolved**.

It was noted that the Vice-Chairman is not required to sign a Declaration of Acceptance form for this role.

#### **19/17-18 TO APPOINT REPRESENTATIVE TO OUTSIDE BODIES AND COMMITTEES:**

- a. IWALC – Lead and Deputy. (currently Cllr Hewston as Lead/Cllr Broadhead as Deputy).**

Cllr Stables proposed Cllr Hewston continue with Cllr Jacobs as Deputy – **resolved**.

- b. Yarmouth Coastal Defence Working Group (currently Val Gwynne (happy to continue)).**

Cllr Jacobs commented the PC could not have a better person to represent the PC and proposed she continue – **resolved**. **Action: Clerk**

- c. Child Protection Officers (currently Cllr French and Clerk).**

Cllr Jacobs commented this was an important role. **Resolved** Clerk continue with another Child Protection Officer being nomination from one of the newly Co-opted Cllrs once in place – **resolved**. This item to go on June Agenda. **Action: Clerk**

- d. Road Safety (NANSAG) representative (currently Cllr Hewston).**

It was noted that NANSAG had ceased but Cllrs felt road safety was an important separate issue. Cllr Stables said she was happy to be PC Road Safety representative – **resolved**.

- e. Wellow Millennium Green – (currently Mr Mike Gable and Mrs Jill Cowley).**

**Resolved** continue as is.

**f. National Trust (currently Cllr Myles – Val Gwynne is happy to undertake this role).**  
Cllrs agreed Clerk speak to Val Gwynne and confirm this, if not one of the newly Co-opted Cllrs could be asked. **Action: Clerk**

The Chairman said if PC receive any further requests for membership of groups i.e. LAF, CPRE, these be discussed when they come up.

**20/17-18 UP TO 30 MINUTES QUESTION TIME:**

Mr Dunkley commented that Cranmore was the largest hamlet in the Parish with well over 100 houses and he felt it was being ignored. The Chairman suggested as there was a co-option process taking place she was happy for him to spread the word to Cranmore residents.

The Chairman explained the role of the Chairperson; to make sure the meetings run smoothly. She mentioned the PC Standing Orders and outlined her Mission Statement.

**21/17-18 APOLOGIES FOR ABSENCE:** All present.

**22/17-18 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:** Agreed to give as and when required.

**23/17-18 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS:** None received.

**24/17-18 TO CONFIRM AND APPROVE THE MINUTES OF THE MEETING HELD 12<sup>th</sup> APRIL 2017:**

Mr French, as an attendee, proposed that the Minutes be agreed, seconded Cllr Hewston - **resolved**. The above Minutes, having been agreed, were signed by the Chairman as a true record.

**25/17-18 WARD COUNCILLORS REPORT:**

Cllr Hutchinson said he was here for another 4 years. IWC meeting being held next week when appointments to Cabinet Officer roles would be agreed.

He confirmed what his role had been. Also confirmed that Cllr Bob Seely had been appointed as candidate for MP – his family have been on The Island for several hundred years and he was a decorated soldier.

Changes were to be made to the IWC Constitution to make it run better, cutting the number of meetings from 9 to 6, with Cabinet Members responsible for the decisions they make and if they get things wrong they will be sacked.

Talking to more companies to try to attract more jobs and business to The Island.

Cllr Hutchinson mentioned a call centre client/blue chip company that they were hoping to bring to the Island which would create between 400-600 jobs.

He commented Broadband connectivity was now better on The Island.

With regards the School Crossing; he hoped everything was now in place to put in and matter of ‘A’ boards for the Horse & Groom could be resolved.

The Clerk gave a quick update on meeting with Island Roads attended by Mr John McGuirk as PC representative. An impasse reached on land dedication agreement and ‘A’ board retention licence.

Hoping to proceed with original plan now i.e. no land dedication and the pavement stops at the pub vehicular entrance with people walking across the pub car park to the Parish car park. ‘A’ boards to be left as is. Important to proceed with crossing ASAP. Potential phase 2 to CPO part of the pub land by the road to create a footpath around the pub car park but this may never happen if phase 1 works for all locally. Mr McGuirk reported the next meeting regarding the crossing, to be held 26<sup>th</sup> May 2017.

**School parking** – Cllr Hutchinson had received an email from Mr Dave Meaning stating he was disappointed with the decision from the school not to take forward his offer. He had obtained a price of £10,000 to put in a porous surface for the area. Mentioned his concerns over parents, children and buggies dodging parked cars in Station Road. Aware of tractors delivering to digester plants and subsequently spoken to the Planning Officer, as he felt silage should be in proper haulage lorries – problems if tractors and trailers meet other traffic and not being able to back up.

Mr French was given the opportunity by the Chairman to speak and report on meeting held with the School with himself, Clerk and Mr Meaning had attended. A Governor had believed if cars were removed vehicles would speed down Station Road and suggested speed bumps be put in – he would not object to one near his house. Noted vehicles parking near the bend made it dangerous.

## **26/17-18 PLANNING:**

### **a. Updates and Decisions:**

#### **Appeal:**

**P/00833/16 Woodlands/Marlow, Hamstead Road, Shalfleet:** demolition of two dwellings and construction of two dwellings: The Appeal was dismissed.

#### **IWC permission given to:**

**P/00308/17 Shalcombe Cottage, Broad Lane, Shalcombe:** Proposed demolition of garage; proposed replacement garage/store.

### **To Agree comment on applications (for each application 5 minutes are allowed for applicant/objector/supporter etc. to comment):**

**P/00494/17– West Wight Alpacas, land accessed off, Main Road, Wellow:** Variation of condition 2 on P/01214/15 – TCP/30601/R to allow opening hours of 9.30 hours to 17.30 hours 1<sup>st</sup> January to 28<sup>th</sup> February, 9.30 hours to 17.30 hours 1<sup>st</sup> March to 31<sup>st</sup> March to include 2 evenings per calendar week closing at 21.30 hours, 9.30 hours to 21.30 hours 1<sup>st</sup> April to 31<sup>st</sup> October and 9.30 hours to 17.30 hours 1<sup>st</sup> November to 31<sup>st</sup> December to include 2 evenings per calendar week closing at 21.30 hours:

Resident said his opinions of WW Alpacas had not changed over the years – his comments had been posted on the IWC portal. He queried if there was a shift in the concerns of the PC. Despite having applications refused the owner continues to try to increase the opening hours from the 8pm agreed by the Planning Department.

Cllr Hutchinson confirmed the decision of the Planning Inspectorate and the fact the Planning Committee had already discussed the opening hours and decided 8 pm was a reasonable time to stay open. He was asking the Planning Officer to send him a draft report and if it looks as though he is recommending approval, he will ask for the application to go to the Planning Committee. Noted if this application was refused, it could again go to Appeal.

Resident gave the apologies of 4 residents who were unable to attend the PC meeting and put their objections forward. He commented on the on-going stress to residents, the changes to the driveway should the application be agreed; which would change the direction of car headlights when exiting the site and fact he had spoken to Martha James (Planning consultant) who had spoken to the Case Officer.

Another resident said he did not object to the stud for animals but this application way beyond this and needs to be stopped.

The Chairman said the 3 Cllrs and Clerk went to see WW Alpacas to get an understanding of the application. She thanked Mr and Mrs Payne for the opportunity to talk with them about their current planning application. The main objections seemed to be the concern of residents opposite. Cllr Stables said she had taken her vehicle to the site just after 9 pm last night and moved around the car park with full headlights on, as well as dipped. Light to Lime Barn with full headlights was considerable but on dipped was not a problem. If the opening times are extended signs would be put up requesting people to leave on dipped lights and applicant says he will guarantee that half hour after closing only vehicles using the site will be for family's own personal business.

Cllr Jacobs spoke of her support for the WW Alpacas and what they had achieved and how devoted they are to their animals. Said they need to diversify from just farming to a farm cafe too. She was in support of the application. She felt Lime Barn would benefit from the changes to the driveway if the application was agreed and a condition could be put on to vehicles to use dipped headlights when exiting. It was noted that a surveyor had commented that property values increase, if there is a farm shop/cafe in the village, by 2 – 3 %.

All three Parish Councillors supported this application. **Resolved** Shalfleet Parish Council support the application for the variation of condition to increase opening hours. They noted that if application was successful the applicant is willing to modify the access.

3 residents left the meeting.

**P/00321/17 Westbrook Yard, Main Road, Ningwood:** Proposed relocation of vehicular access with ancillary landscaping to block existing access.

After lengthy discussion the Cllrs agreed the current access did not have sufficient visibility splay and **resolved** the application be refused on the grounds of:

- flooding – with the access being too near the water course and surface water running off the new access would increase risk of flooding,
- line of sight due to overhanging branches,
- the Cllrs recommend the applicant re-consider; moving the access further West.

### **27/17-18 CLERKS REPORT:**

**School Parking** – After a long conversation with the Headteacher, meeting held 3<sup>rd</sup> May 2017 with Headteacher, Business Manager and Governor from the School, together with Mr Dave Meaning, Cllr Steve French and Clerk. After discussion and Mr Meaning changing his offer for the school to use the land at the rear of his property for the school to park on to the 'life of the school' and other options, such as making his land the play area and the existing play area for parking (Sport for England would not agree to this), the school decided to not take his offer forward. They said they would be undertaking a survey on where school staff park and let the PC have this. They would prefer for the Recycling Centre to have work done on it to increase the parking. The Clerk pointed out this would be down to the PC to decide once the survey had been received. A future Agenda item.

**Pedestrian Crossing** – Report from John McGuirk who attended the meeting with Island Roads and others last Friday. Impasse reached on land dedication agreement and A board retention licence – suitable wording could not be agreed between IWC and the pub. Subject to agreement, proposed to proceed with:

Phase 1 – original plan now i.e. no land dedication and pavement stops at pub vehicular entrance with people walking across the pub car park to the Parish car park. 'A' boards to be left as is. There is a risk that the pub will object to people walking across the car park however the risk is considered small and immaterial compared to current road safety risk. Important to proceed with road crossing ASAP.

Phase 2 – (potentially) – to CPO part of the pub land by the road to create a foot path around the pub car park. Phase 2 may never happen if phase 1 works for all locally.

It is proposed to split into 2 phases so can get on now with phase 1 timetable for any CPO under phase 2 could be lengthy.

Aspiration is to complete the crossing for the school holidays. Near term timescales is to have phase 1 agreed for next Friday (12<sup>th</sup> May) and Island Roads to produce a straw man plan by 26<sup>th</sup> May albeit the plan will be floating. Next meeting 26<sup>th</sup> May 10 am at the school.

**Display boards** – Clerk spoken to Hilary Higgins who confirmed they used boards from the Records Office for their displays. They may not exhibit on a very large scale again. Do not want the PC to buy them for purely archive use, but if PC did buy some they may use occasionally. Suggested second hand could be an option.

Emailed Newbridge Community Centre asking if there were any display boards stored in the cupboard in the billiard room. Replied back saying not aware of any PC property being stored in Community Club premises – would be stored upstairs if any to store.

**Recycling Centre** – Very pleased that the ‘Ash’ van had been removed after over six months of trying. Wrote to adjacent landowner and explained PC decision regarding the fence. Arranged for maintenance person remove rotten pieces of post and rail.

**‘No Overnight’ parking sign** – now in situ. Notices made by Clerk and given to Cllr French who will put on vehicles after 6 pm; have now been placed on vehicles.

**Legal advice** – yet to seek this due to workload pressures.

**Appraisal** – Clerk confirmed she had had a very satisfactory annual appraisal after the April PC meeting.

**Computer tables** – sold one so far, someone had said they would like another.

**Internal Audit** – Auditor came for two mornings and checked through everything. Pleased to report all fine. Clerk will complete Audit paperwork and bring to June meeting for Cllrs to agree.

**Defibrillators** – Training and installation - training booked for 4, for 21<sup>st</sup> June 2017 – time confirmed as 1.30 – 3 pm – Cllr Stables, Clerk and two staff from Shalfleet Stores attending. Cllr Jacobs to go on next lot of training which is to be arranged. Electrician contacted by Totland Clerk.

**Play Areas - Playground signs** – informed Island Roads PC decided to not go ahead with paying for these, and future maintenance. They confirmed request for them still stay on the Network and Safety Integrity Register.

**Play Areas - Annual Inspections** – these will be taking place during May.

**Toddler Swings** – Clerk had hoped these would have been fitted for Easter but had to order a couple of necessary pins and screws, so ordered flat seats at the same time as now in the new financial year.

**New Flat swings** – ordered and arranged for them to all be fitted before the RoSPA safety inspections take place. New fixings that are required, Clerk ordered today.

**Wellow Millennium Green** – update from the Trustees to say the beacon will remain – on closer inspection not in such a bad condition as first thought and someone is kindly repairing it for free.

**Co-option** – have received several letters of application and interest from people wanting to be co-opted.

**Honorarium to IW Computer Geek** – he said it would not be right for him to accept this as a personal gift as it is part of their normal practice to carry out updates without any charge. He said he would be happy if the cheque could be made out to the Fire Fighters Charity instead – Cllrs **resolved** (via email) to agree this.

**Donation to West Wight Timebank** – PC had received a thank you for the £30 donation.

**Bridleway at Homestead, Solar Farm** – Clerk chased and informed it should be open in a matter of weeks. Will watch this space.

**Annual Leave** – It was noted the Clerk will be away on annual leave from 11<sup>th</sup> May – returns to work on 30<sup>th</sup> May 2017. Mrs Val Taylor will be Locum Clerk and Clerk had arranged from Maintenance person to check play areas and goals in her absence.

**Bouldnor Mead** – Email sent to Clerks old email address – informed work should start in 2 months time.

### **28/17-18 COUNCILLORS REPORTS:**

**Cllr Stables** – Visited the Recycling Centre and took photos of vehicles with tickets on. She confirmed the Fiat Punto had no battery in it, as well as not being taxed or MOT'd. Discussion on options that could be taken to try to remove abandoned vehicles. Cllr Stables suggested two more signs be positioned in the Recycling Centre. Clerk informed the meeting that the PC had agreed she seek legal advice on this and will do this as soon as time allows. She will then put on Agenda for further discussion.

**Cllr Jacobs** – Commented that she was disappointed that the FYTbus had other PC logos on it but not Shalfleet's. Confirmed that Shalfleet do not help fund the FYTbus, though did in the past.

**Cllr Hewston** – Been on the Wellow Wellie Walk. Disappointed with lack of attendees at the Parish Meeting at which a very good presentation was given on defibrillators. She would be attending the IWALC meeting next week. Reported on properties being considered for conservation and improvement in the area by the IW Society.

### **29/17-18 TO AGREE WHICH SHORT TERM REMEDY TO PUT FORWARD TO ISLAND ROADS FOR BROAD LAND AFTER AGREEING FOR OPTION 1 (MORE A LONG TERM REMEDY); ROAD REALIGNMENT TO GO FORWARD TO ISLAND ROADS FOLLOWING DECISION AT APRIL PC MEETING.**

Extract from previous Minutes had been circulated to Cllrs which had suggested no right turn or a solar powered speed limit sign.

Cllr Hutchinson said priorities were made by Island Roads where accidents are. If no accidents unlikely to take action. Referred to crashmap.co.uk website which showed these.

Cllrs believed the 'slow down' signage/light at the bend on Forest Road, by Trumour Foods worked.

**Resolved** PC ask Island Roads for a quotation and permission to install a 'Slow' sign, which lit up, similar to the one on Forest Road at the Freshwater side of Broad Lane. **Action: Clerk**

### **30/17-18 TO AGREE TO CO-OPT THREE PARISH COUNCILLORS ON TO SHALFLEET PARISH COUNCIL FOLLOWING INSUFFICIENT NOMINATIONS AT THE ELECTION, AND THE FORMAT THIS PROCESS IS TO TAKE:**

Clerk had sought advice from SLCC. Suggested notice of co-option be put through Parish asap giving people opportunity to write in applying to become a Parish Cllr. PC need to be open and transparent and Co-option to be an Agenda item.

After discussion **resolved** interviews be held with prospective Cllrs being asked to give a short presentation outside of the meeting to 3 existing Cllrs, with Clerk, in the Parish Office, and the same questions be asked of all applicants to ensure process is open and transparent.

Clerk to put notices round the Parish tomorrow, with closing date of 1<sup>st</sup> June 2017, interviews being held Wednesday 7<sup>th</sup> June 2017 and people to be co-opted on at the next PC meeting on 14<sup>th</sup> June 2017.

**Action: Clerk**

### **31/17-18 FINANCE:**

#### **a) To approve list of payments (circulated to Cllrs and copy available at the meeting).**

Cllr Stables proposed the accounts be agreed, seconded Cllr Jacobs – **resolved:**

<b>Chq No.</b>	<b>Payable to</b>	<b>For</b>	
1847	West Wight Timebank	Donation	30.00
1848	The Wave Project	Donation	30.00
1849	Fire Fighters Charity	Donation	100.00
SO	Sally Woods	April Salary	830.00
1850	Sally Woods	Remainder March Salary + Mileage	97.34
1851	WW Sports & Com Centre	Donation	2,500.00
1852	Wicksteed Leisure Ltd	Swings & fittings	530.14
1853	Signpost Express Ltd	Parking Sign	117.60
1854	WBS	Stationery	21.44
DD	BT	Phone & Broadband	52.87
1855	Brighstone Landscaping Ltd	Grounds Maintenance	477.60
	<b>TOTAL</b>		<b>4,786.99</b>

#### **b) To Agree to pay £6 Annual Affiliation Fee to the IW Sports & Recreation Council:**

Cllr Jacobs proposed PC pay this, seconded Cllr Stables – **resolved.**

#### **c) To Discuss whether to give a donation to Age UKIW:**

Details and information had been circulated to Cllrs. Cllr Jacobs proposed the PC pay £110 for a volunteer to be trained, seconded Cllr Stables – **resolved.**

### **32/17-18 CORRESPONDENCE – details of correspondence received tabled.**

1. IWALC meeting with IWC 12<sup>th</sup> April 2017 notes.
2. Storeroom News April 2017
3. Village News May 2017 (will let them have new Cllrs details)
4. General Election 2017 – Guidance Note on Publicity information
5. NALC Employment Briefing – updated Green Book
6. HAGS brochure
7. Tree Preservation Order Notice for Bayside House, Marine Drive, Bouldnor
8. National Trust Minutes of meeting held 11<sup>th</sup> April 2017
9. IWALC email on problems associated with P & T Councils being approached for pre-planning advice
10. Greenbarnes Noticeboard information
11. Island Business Magazine April 2017

**Next meeting to be held on Wednesday 14<sup>th</sup> June 2017 at Newbridge Community Centre at 7.15 pm**

The meeting closed at 9.25 pm