

## SHALFLEET PARISH COUNCIL

### MINUTES OF A MEETING OF SHALFLEET PARISH COUNCIL HELD AT WELLOW INSTITUTE ON WEDNESDAY, 9<sup>th</sup> MAY 2018 AT 7.15 PM

**Present:** Cllrs S Cowley (Chair), S Stables, G Head, I Broad, H Hewston, A Burt  
Cllr Stuart Hutchinson  
Clerk: Mrs S Woods  
5 members of the public

The Chairman welcomed everyone to the meeting. The Clerk took photographs of Cllrs for the PC website.

#### **14/18-19 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE COUNCIL FOR 2018/19:**

Cllr Hewston asked for nominations for Chairman.

Cllr Broad nominated Cllr Cowley, seconded Cllr Head – **resolved**.

There being no further nominations, Cllr Cowley took the Chair.

Cllr Cowley thanked the Cllrs for making him Chairman – he pointed out there had been about a 20 year interlude since he was last Chairman of Shalfleet PC.

Cllr Cowley paid tribute to Cllr Hewston for all her work and efforts on behalf of the PC.

The Clerk thanked Cllr Hewston for her support over the past year.

#### **15/18-19 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE FORM AND CLERK TO COUNTERSIGN:**

Cllr Cowley signed his declaration of acceptance form, which the Clerk duly counter-signed.

#### **16/18-19 TO RECEIVE NOMINATIONS AND ELECT A VICE-CHAIRMAN OF THE COUNCIL FOR 2018/19:**

Cllr Cowley nominated Cllr Head, seconded Cllr Broad.

Cllr Hewston nominated Cllr Stables, seconded Cllr Stables.

Vote taken: Cllr Head – 4 For Cllr Stables – 2 For.

Cllr Head therefore became Vice-Chairman by majority vote.

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

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

**Resolved** Cllr Hewston continue as PC Lead and Cllr Stables become her Deputy.

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

**Resolved** Val Gwynne continue as PC representative on this group.

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

**Resolved** Cllr Burt and Clerk continue.

- d. **Road Safety representative** (currently Cllr Stables).

**Resolved** Cllr Stables remain this representative.

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

**Resolved** representatives remain as is. Noted the Wellow Millennium Green AGM was tomorrow evening. Mrs Cowley said there were 4 people in the village considering becoming Trustees. She said they valued Mr and Mrs Gable, and the PCs support.

f. **National Trust** (currently Val Gwynne (happy to continue)).

Cllrs aware of the publicity around Val Gwynne and the National Trust in the national newspapers. Val said she was happy to continue and confirmed half of the Creek was in fact in Shalfleet.

**Resolved** Val Gwynne continue as PC representative.

g. **Shalfleet Village Hall** – (currently Cllr Head).

Cllr Head said would continue on the Fete committee but wanted to stand down as PC representative for the Village Hall. Cllr Head nominated Cllr Broad, seconded Cllr Stables.

**Resolved** Cllr Broad be the representative of the PC for Shalfleet Village Hall.

The Clerk apologised – Question Time was down twice on the Agenda, she asked Cllrs to remove the first (noted this would affect the agenda numbering).

**18/18-19 APOLOGIES FOR ABSENCE:** None, all present.

**19/18-19 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:** Agreed these be given as and when required.

Cllrs Cowley and Head declared an interest in any matters relating to Yarmouth Town Council (as Town Cllrs) and Cllr Cowley regarding Lee Farm.

Cllr Head declared an interest in West Wight Sports & Community Centre, as a Trustee.

**20/18-19 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS:** None received.

**21/18-19 TO CONFIRM AND APPROVE THE MINUTES OF THE MEETING HELD 11<sup>th</sup> April 2018:**

Cllr Stables proposed the Minutes be agreed, seconded Cllr Broad. The Minutes having been agreed, were signed by the Chairman as a true record.

**22/18-19 UP TO 30 MINUTES QUESTION TIME AND WARD COUNCILLORS REPORT:**

**Local** – Cllr Hutchinson reported on the accident that had occurred on Bouldnor Road, where a line of 6 – 8 cars regularly park. A car had hit the vehicle at the back of the line which caused a concertina effect; three cars had been damaged. Driver had been shaken but was OK. He had asked Island Roads to do a safety assessment with a view to putting in double yellow lines. He did not want to just move the problem up the road. If they accepted it was a safety issue a Traffic Regulation would need to be applied for.

**Boundary Commission** – He spoke of the review taking place. There were 40 County Cllrs for the Island which was thought to be about right; about 3,500 people per Ward. Confirmed there should be no change for Yarmouth, Thorley, Shalfleet and Calbourne.

**IWC Investment** – It had been agreed last year to invest in properties, if the right ones found. He had approved two recently and final transfers were in the process of being undertaken. Should yield just over 2% return on £700,000. This would help towards next year's saving which would need to be made in the IWC budget.

**West Wight Sports & Community Centre** – He said he was meeting with Gill Kennett to find a way to help the Centre. A Business Plan was needed. Clerk mentioned the WW Council were keen to hold a meeting of WW Cllrs at the Centre with himself and Centre Trustees and Management to look at how to help. Cllr Hutchinson welcomed this.

Discussion held on 'invest to save' and broadband speeds.

**31/18-19 ii** The Chairman proposed this Agenda item be dealt with whilst Cllr Hutchinson present – **resolved**. Letter from resident of Station Road, Ningwood, together with photographs was noted. She expressed concern over the number of vehicles parking in Station Road problems with visibility when pulling out of her driveway, making a dangerous situation.

Cllr Hutchinson said if he asks for double yellow lines the problem is just moved up the road to the blind bend. Agreed it was an issue, especially at harvest time with the movement of silage trailers on the road. He agreed there was a need to find a balance. As the PC in the process of finalising the lease with the IWC and once this was done it was hoped more vehicles would park in Ningwood Car Park, rather than on the road, agreed it would be best to wait until after that to see if improvements made, before he takes any action.

Mrs Broadhead queried the loan made by IWC to The Heights at Sandown and expressed her concern over funding being withdrawn to WW Sports & Community Centre. Confirmed there were no accounts for leisure centres on their websites. Discussion held. Cllr Hutchinson said if a specific question asked, such as can the accounts for a particular sports centre be seen, he will get someone to deal with. Discussion on finances and budgets.

**Viewpoint Bouldnor** – It was noted that a taxi business was being run from there. Cllr Hutchinson replied that they were moved before the Wardens arrive.

**Coastal Footpath access by Ningwood Car Park** – when asked, it was confirmed that there is still access to this down the side of the car park.

**National Trust** – Val Gwynn attending the meeting next week. The Chairman asked Cllrs to send any questions Cllrs may have, to the Clerk, for Tuesday. Thanks given to Cllr Hutchinson and he left the meeting.

#### **23/18-19 PLANNING:**

##### **a. Updates and decisions:**

##### **IWC Approval given to:**

**P/01307/17 OS Parcel 0013, Barton's Corner, Main Road, Shalfleet:** Proposed multi-purpose building comprising storage and office accommodation (revised plans relating to the design and height of the building).

Clerk asked to chase the picket fence removal (opposite Elm Lane junction) with Island Roads.

**Action: Clerk**

**P/00200/18 part OS parcels 2670, 2754 and 4056 off, Warlands Lane, Shalfleet:** Proposed stables and part change of use of land to mixed agricultural and equestrian (re-advertised).

**P/00211/18 Little Kleffens, Main Road, Bouldnor:** Proposed recessed balcony (revised scheme).

**P/00249/18 Orchards Holiday Caravan Park, Main Road, Newbridge:** Lawful development certificate for proposed use of land for siting of holiday caravans of any type on land within site boundary.

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

**P/00342/18 – West Wight Alpacas, land accessed off, Main Road, Wellow:** Removal of temporary workers accommodation; proposed agricultural workers dwelling and associated curtilage. The Parish Council had no objection to the application but ask that a condition be put on that the accommodation have an agricultural tie to it and the materials used to be keeping with properties in the area i.e. constructed in red brick.

**P/00473/ 18 Application for Sun Meadow, Station Road, Ningwood:** New agricultural barn to replace existing tables; new polytunnel. Application just in; will be on IWC website Friday. Clerk asked Cllrs to let her have comments/know whether want to hold a meeting.

Applicant was present at the meeting and he gave an overview to Cllrs of what the application was about.

## **24/18-19 CLERKS REPORT:**

**Bouldnor Mead** – Developer confirmed that if any of the trees that they plant die, then they would be replaced.

**Mill Road Car Park** – Informed owner of Shalfleet Manor that PC did not want to take on, asked her for a progress report and told her PC writing to National Trust. Agenda item.

**Ningwood Car Park** – chased IWC for their thoughts on the Horse and Groom jointly using this with the School. They have confirmed this is not possible. Agenda item.

**Bus Shelter near Hill Place Lane** – reported in to Island Roads. It has been taped off.

**IW Day** – update from Cllr Head. Agenda item.

**Housing Needs Survey** – chased IWC Officer and gave him details of May meeting. Email from both himself and Planning Officer received and copied to Cllrs. Agenda item.

**Warlands Lane** – reported in to Island Roads the bad condition this is in – they agreed to ask District Steward to look at and report back. Down to be resurfaced at the end of June.

**General Data Protection Regulation** – Have received a copy of the slide presentation from the Clerks training session. Need to look into how the PC put this into practise. May ask Locum Clerk who is covering in June to help with this. May not need to be required to appoint a Data Protection Officer (being debated by MPs today). Believe much time will need to be spent on this matter in order to be legal.

Also receiving forms from suppliers, such as WBS, to sign, confirming it is OK for them to hold PC details. Am signing and returning.

### **Tree Planting –**

1. Sent signed agreement on to Island Roads.
2. Chased Island Roads to see if their volunteers can plant these for us.
3. Resident of West Way, Newbridge phoned to inform PC she did not want one planted near her driveway (said we would take this on board).
4. Once had agreement back, will order trees. Have agreement from resident, opposite the office that they can be delivered to his garden for storage.

**Seat** – Waiting to hear back from Island Roads as to whether we can install a seat on Winchester Corner, in line with the cherry trees. If have a positive response, will order seat and arrange for either Island Roads volunteers or Brighstone Landscaping to install. Chased again today.

**Wellow Air Raid Wardens Noticeboard** – pending.

**Bouldnor Field Covenants** – further email received on this which the Chairman agreed I ask Solicitor for advice on so PC know exactly who does hold these. Reply received and forwarded to Cllrs. Previous owner also informed.

**Audits** – Have received instructions regarding the external audit and arranged for the Internal Auditor to come to the Parish Office on 17<sup>th</sup> May 2018. Hope to have this finalised for signing off at the June PC meeting.

**Office Intercom** – broken – Clerk unable to communicate with caller, just has to let them in. Cllrs agreed this was a lone working issues and intercom needed to be fixed or renewed. **Action: Clerk**

## **25/18-19 COUNCILLORS REPORTS:**

**Cllr Head** – Attended Wellow Residents Coffee morning and Shalfleet Hall April meeting.

**Cllr Stables** – Attended Shalfleet Hall AGM with Cllr Hewston – only people there apart from Hall Committee. In a good financial position. Cheese and wine was available.

Continues to monitor the gates to Ningwood Car Park. Sunday evening found gates open, bolt hanging down. Replaced bolt and made secure with chain and padlock.

Tyres – it was noted there were several of these in the car park. Clerk asked to contact School to ask they be removed:

**Action: Clerk**

**Cllr Hewston** – Attended West Wight Council meeting with the Clerk. Confirmed looking to work together to try and help WW Sports & Community Centre.  
Attended IWALC/NALC meetings and Shalfleet Hall AGM.

**Cllr Broad** – Concerned over lack of parking in Mill Road, Shalfleet. People continue to contact him about this. Also further to PC money being spent on installing bollards at Winchester Corner, he had seen 2 cars parked inside the bollards. Feels PC done there bit trying to protect the area – feels Highways should too.

**Cllr Cowley** – Attending a PPG meeting on Monday. Will raise his concern that 10 -15 minutes consultation time has an effect on some people who need more time. He will report back.

**26/18-19 TO DECIDE WHETHER SHALFLEET PARISH COUNCIL UNDERTAKE A HOUSING NEEDS SURVEY FOLLOWING REPLY FROM MR STANLEY AND INFORMATION RECEIVED FROM PLANNING OFFICER:**

Cllrs noted that reply from Mr Stanley – he will not be attending PC meeting. Whilst he can offer general advice and information he is not sure the assessment of the housing needs of the Parish falls within his remit.

Clerk had written to Planning Officer who said there is a need to provide 37 units per annum to meet the total newly arising need for housing. That would be spread throughout the West Wight. Said a Needs Survey does not form a ceiling level for housing, as levels of need change very quickly, especially as such surveys are based on a limited pool of people already living in the Parish and their needs at a particular point in time. Does not extend to those living outside the Parish who may have a need to live there, but are not picked up by the survey.

**Resolved** no need for Housing Survey at this moment.

**27/18-19 IW DAY UPDATE FROM CLLRS:**

Cllrs were looking into events. Agreed definite plans be brought to the June meeting.

**28/18-19 CAR PARKS – UPDATE FROM CLERK:**

**Ningwood Car Park:**

Cllr Hewston and Clerk met with Landlord of the Horse and Groom yesterday.

The Clerk went through with him the background on the change from Recycling Centre to Car Park and the decisions made by the PC over the last few months.

He noted the IWC had consulted with their insurance department and they have confirmed they would not be able to insure third parties use of the area.

The Clerk had stressed that the PC had debated long and hard on this, as acknowledged the pubs busiest times were probably when the school was closed.

Confirmed that the Heads of Term for the lease had already been agreed but PC wanted to try the joint lease approach to benefit both the school and his business.

Landlord had asked to meet and said he felt there were three options open around him leasing or buying the site.

Discussion on insurance issues, lease left on the pub and covenants, as well as the pathway to the pedestrian crossing.

Cllr Hewston had asked him if he had looked at any other land options – he said others involved putting down a costly surface and he needed to way up loss of trade through lack of parking/against putting in a hard standing. If customers cannot park, they leave and move on.

Problem encountered with car parks were discussed. He was having CCTV installed.

Cllr Hewston had said PC had agreed to lease the car park to IWC for the benefit of the school and she did not think they could go back on their word. Clerk would check review clause in the 7 year lease and it was noted either side could break the lease if gave 12 months notice.

Cllrs agreed they had made a commitment to lease the car park to IWC for the benefit of the school. They did not want to rescind this decision (although had tried the joint lease approach) and noted that even if the site did go on the open market it could not have been guaranteed that the landlord could secure it. Cllr Hewston informed the meeting that reason the landlord had not approached the PC before was due to him waiting for the site to come on the market.

Cllrs **resolved** Clerk instruct solicitor to now go ahead with the lease between the PC and the IWC and inform landlord of the same. **Action: Clerk**

**Mill Road, Shalfleet:**

Owner of Shalfleet Manor invited Clerk to meet with her, which Clerk did on Friday, 4<sup>th</sup> May 2018. Owner was upset over article in Village News which stated Shalfleet Manor was a Hotel. She stressed it was not an Hotel – had people wandering round her garden to look at the ‘Hotel’. She asked for an apology and correction to go in the next edition of Village News. She said the Manor was a family home, a private residence, which was let out sometimes as holiday accommodation. Someone had also contacted IW Radio and the ‘Hotel’ had been mentioned on that. She wanted things put right. She had a good relationship with local people and allows some land to be made available for parking for the Shalfleet Village Fete.

She also pointed out that no ‘alterations’ had been made, purely decorating and TLC.

Planning issues were discussed and it was noted that due to frustrating delays the car park had not been able to be started and it was now the bird nesting season. Also there was a standing water problem in the area the new car park was to have gone.

Planning permission was agreed subject to work starting within 3 years of date permission given – 7<sup>th</sup> July 2015.

**National Trust** – Clerk had received reply to PC letter and she discussed this with Shalfleet Manor owner. Letter read by Clerk at meeting. Shalfleet Manor owner agreed she would email Estate Manager of NT and discuss with him. Looking at all options for putting in parking at Shalfleet. Clerk said she would help if could.

**29/18-19 FROM WEST WIGHT COUNCIL MEETING – TO AGREE ANY POINTS TO BE RAISED AT A MEETING OF WEST WIGHT CLLRS TO SUPPORT THE WEST WIGHT SPORTS & COMMUNITY CENTRE – TO BE HELD AT THE CENTRE:**

It was noted Cllrs would be invited through the Clerk. Cllr Hewston agreed with query made by Mrs Broadhead that finances of other centres should be looked at. Also agreed membership and funding could be discussed.

The Chairman suggested Cllr Hewston continue as the PC representative, attending any regeneration meeting that may be held - she agreed to do this – **resolved**.

**30/18-19 FINANCE:**

**a) To Approve list of payments:**

Cllr Stables proposed the accounts be agreed, seconded Cllr Hewston - **resolved**.

<b>Chq No.</b>	<b>Payable to</b>	<b>For</b>	<b>£</b>
DD	BT	Phone & Broadband April	60.76
SO	Sally Woods	April Salary	830.00
1929	Sally Woods	Remainder April Salary + mileage	181.35
1930	Wellow Mill Green	Noticeboard donation	250.00
1931	Brighstone Land Ltd	Withyfields tree work + VAT	556.80
1932	WBS	Stationery	42.37
1933	Valerie Taylor	Locum Clerk cover + mileage	164.58
DD	BT	Phone & Broadband May	81.94
<b>TOTAL</b>			<b>£2,167.80</b>

**b) To Discuss whether to give a donation to West Wight Timebank:**

Cllrs agreed that to meet PC Finance Regulations, accounts needed to be obtained before they can make a decision. Clerk to request and then put on future agenda. **Action: Clerk**

**31/18-19 CORRESPONDENCE** – details of correspondence received tabled.

- i) To look at whether Shalfleet Parish Council wish to buy in support services from IWC following an email from them (circulated to Cllrs):

Cllrs agreed the only support they may be interested in sourcing from IWC is around the new Data Protection Regulations. Clerk to enquire how much they charge and Cllr Hewston to ask IWALC if they could help with this. **Action: Clerk/HH**

- ii) Parking in Station Road, Ningwood – letter and photographs from resident expressing concerns:

Dealt with under Ward Cllrs report.

**Next meeting will be held on Wednesday, 13th June 2018 at Newbridge Community Centre at 7.15 pm.**

The meeting closed at 8.55 pm

Signed.....

NB – Resident enquired about the apron fronting Hamstead Drive entrance with Main Road, Ningwood and whether it could have work done to it. Clerk agreed to put this to Island Roads.

**Action: Clerk**