

## SHALFLEET PARISH COUNCIL

### MINUTES OF A MEETING OF SHALFLEET PARISH COUNCIL HELD AT PARISH OFFICE, NEWBRIDGE ON WEDNESDAY, 10<sup>th</sup> JUNE 2015 AT 7.15 PM

**Present:** Cllrs H Hewston (Chair), B Baxandall, P Myles, J McGuirk

Clerk: Mrs S Woods

Cllr Stuart Hutchinson

7 members of the public

IW County Press Reporter

#### **UP TO 30 MINUTES QUESTION TIME:**

Mrs Cowley, Trustee of Wellow Millenium Green, informed the meeting they were holding a fund raising event on Saturday 8<sup>th</sup> August 2015 2 – 5 pm. She gave some details on who would be attending. Clerk agreed to contact Youth Offer and ask if the Youth Minibus was available on that day.

**Action: Clerk**

Mr and Mrs Cowley confirmed that WW Sports Centre had offered to run a Youth Club at Yarmouth Community Centre – further details to follow. They said money may be needed to help contribute to costs. Cllr Hewston asked if Southern Vectis had been asked if they could help to transport youngsters into Yarmouth to use this resource. It was noted a Parents meeting was to be held later in the month.

Mr Morris, who said he was a sheep farmer in Shalfleet, said in his view the Barton Corner planning application was urbanisation. He said the area used to be a green field – now proposing alpacas and worm farming.

Those present noted that no Enforcement action for Barton Corner would continue whilst the planning application was in. The applicants were present at the meeting and confirmed they had been in ownership of the land for three years and had undertaken lots of clearing after the previous owners. Mr Morris noted they had put the hardcore down, which he felt put the road at risk of flooding.

Mr Cowley said he fully supported what Mr Morris said – he felt it was creeping urbanisation and he urged the PC to object to the application.

The applicant spoke; He confirmed he came from a farming family in Lincolnshire. They had bought the land with no idea what to do with it. Bought alpacas to keep the grass down. He had no knowledge of unsuccessful worm farming – in fact they had visited a viable worm farm on the mainland which had been in business for years. They feel worm farming is eco-friendly; low impact and the business may give 1 – 2 jobs.

**34/15-16 APOLOGIES FOR ABSENCE:** Cllrs P Broadhead, S French

**35/15-16 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:** Agreed these be given as and when required.

**36/15-16 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS:** None.

#### **37/15-16 TO CONFIRM AND APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD 6<sup>th</sup> MAY 2015:**

Cllr Hewston said she had noted several typo errors, she went through these and requested these be amended. Also as the LAF (Local Action Forum) had been discussed under PC representatives asked that this be added to the Minutes – **resolved**.

Cllr Myles proposed, once amendments made that these Minutes be agreed, seconded Cllr Baxandall - **resolved**.

The above Minutes, having been amended and agreed, were signed by the Chairman as a true record.

The Clerk confirmed, when asked by Cllr McGuirk, that she would include quarterly figures, against budget, in her July Finance report and had diary entry reminders for further quarterly reports.

### **38/15-16 PLANNING:**

#### **a. UPDATES AND DECISIONS:**

##### **Planning Applications given approval by IWC:**

**P/00225/15 – Woodlands, Hamstead Road, Cranmore;** Demolition of dwelling; proposed dwelling.

**Planning Inspectorate Appeal Decision Notification: P/01188/14 Land adjacent to Warlands Farm, Warlands Lane, Shalfleet:** Proposed detached dwelling (revised scheme) – the Appeal is dismissed.

#### **b. TO AGREE COMMENTS ON APPLICATIONS:**

**P/00489/15 The Cedar House, Hamstead Road, Cranmore:** Demolition of existing garden store; proposed replacement garden store.

The Parish Council had no objections.

**P/00597/15 1 Waters Edge, Bouldnor:** Proposed jetty.

The Parish Council had no objections.

**P/00588/15 Shalfleet Manor Farm, Mill Road, Shalfleet:** Change of use of land to provide car park.

The Parish Council had no objections but if the application is approved, would like their information board and the litter bin moved into the new car park. Clerk was asked to contact the applicant's agent to discuss the moving of these items.

**Action: Clerk**

**P/00550/15 The Clovers, Bouldnor:** Proposed slipway.

The Parish Council had no objections.

**P/00392/15 Corfe Scout Camping site, Corfe Lane, Shalfleet:** Proposed wigwam.

The Parish Council had no objections.

**P/00066/15 OS Parcel 0013, Barton's Corner, Main Road, Shalfleet:** Temporary re-siting of 3 metal containers; retention of and alterations to existing sheds to use as feed and hay store and tool/equipment store; retention of log store and alpaca shelter; removal of spoil heaps and section of shed; retention of reduced-size hardstanding for parking of vehicles; change of use of land for vermiculture (worm farming) construction of 10 worm composting beds; retention of deck area and alterations for use of area for the keeping chickens; removal of horse trailer/box. The Chairman said the Parish Council were fortunate to have a site meeting, called at short notice, today.

Cllrs discussed the application. Cllr Myles proposed the PC be in favour of permission being given to the application, seconded Cllr Baxandall – **resolved**; with the request that the following conditions be added:

1. Odour – ensure that the operation is conducted in a way to minimise any odour that may arise.
2. That the barn be constructed within 18 months.
3. Drainage – that the current hardstanding have a significant reduction and that if a hardstanding is reinstated i.e. for under/access to the worm beds, that it have proper drainage installed to prevent future flooding of the road at Barton Corner.

4. Caravan – ensure this is also removed along with the horse box vehicle.
5. Screening – this be installed along the road facing boundary for the benefit of the property opposite.
6. Alpacas – ensure the site is not about breeding and the alpacas have no other use than as pets.

Mr Cowley said he was concerned about flooding at Barton Corner and Cllrs confirmed they had addressed this as above.

### **39/15-16 POLICE REPORT:**

Copy of April and May Police Reports received and tabled– no matters of concern to report back to the PC. In regards to the incidents that have been occurring in Bouldnor Forest, local Police are carrying out regular patrols in the area to try and find out who is riding motorbikes through the Forest and also to deter anybody from entering the private site inside Bouldnor Forest. If anybody has any information in regards to this please can they get in contact with the Police.

Copy of May edition of Country Watch in correspondence file.

### **40/15-16 CLERKS REPORT:**

**Bouldnor Viewpoint** – Clerk pleased to report boulders now in place – thanks to Cllrs Hutchinson.

**Clerks Pay** – Locum Clerk felt that the Clerk should be paid monthly by Standing Order for her salary (as other Clerks are) and any extras for mileage/overtime etc. be paid by cheque, so included in the Financial Regulations.

**Bouldnor Mead – proposed community housing scheme planning application** – Clerk and Vice-Chairman met with Mr Christopher Scott. He explained Island Roads had asked for them to install a pavement along the verge parallel with Bouldnor Field, to link with the Coastal Path but they did not have the money in the budget for that so he was offering to install a pathway through Bouldnor Field instead. The Clerk confirmed the PC had already agreed to this in principle and she would inform Planning of this. (This is in addition to the s106 monies).

Mr Scott also offered to cut a section of Bouldnor Field (where the football goal posts are,) more regularly than at present and suggested they could install another bench. Clerk suggested he speak with Brighstone Landscaping regarding the path and ask advice on the best type, which would not hinder grass cutting.

There was a slight change to the plan to protect some trees – mainly the Abbeyfield building would move 2 metres to the East, as well as properties adjacent to T7 and T1.

The Highway consultant had said there was no requirement for road improvements and Mr Scott confirmed the width of the road into the new development was wide enough to accommodate a fire engine, removal lorry etc.

Sewage – the new development can go into the public sewer. Drainage has already been improved by Southern Water, who have to put right a failed pump.

Discussion on the Community Trust and its management (draft legal document being drawn up). He confirmed there would be a PC representative on the Trust and there would be no liability for its members. There would be a Management Agent to collect rent/open space maintenance contributions /deal with insurance etc.

**Planning comments** – I have put a query in to IWALC following Cllr French being told he cannot email the Clerk his comments on applications.

**Liaison with Town and Parish Councils** – IWC have emailed to confirm Clerks now have a primary and first point of contact – Olly Batkin.

**Hedgerow removal** – Cllr French had been made aware of a hedgerow reduction/removal during the nesting season and asked the Clerk to look into whether this was legal to do so at this time of year. The Clerk emailed and asked the new Parish and Town Liaison Officer this query

and reported the reply from IWC enclosed leaflet on Hedgerow Regulations (1997). IWC would be pleased to learn more about the location of the hedgerow, ideally with some photographs so they can determine whether the hedge comes under the regulations and whether the work which had been noticed would qualify for removal. The question about timing of any removal (whether or not it was permitted) would be a separate issue, as removal could cause disturbance to nesting birds. This is an offence under the Wildlife and Countryside Act and is enforced by the police. Clerk had asked Cllr French for more information and it was agreed this matter go on the July Agenda.

**Action: Clerk**

**LAF (Local Action Forum)** – Clerk confirmed she had sought clarification on membership. Cllrs Hewston and Myles attending the next meeting and informed that if Cllr Myles wishes to become a member she can if interested, or can attend meetings as a guest. Suggestion made she goes to a few meetings to get a taste and then decided how to proceed.

**Register of Interests** – Clerk asked if any Cllr has had a change of circumstances since completing their last form that they please complete and sign another one.

#### **41/15-16 COUNCILLORS REPORTS INCLUDING THE WARD COUNCILLOR:**

**Cllr Hutchinson** – Had been away. Was at IWC AGM, which although a shambles, results had been good. Chairmanship now held by other than the ruling group. He was Deputy Leader of the Conservative Group and Chairman of the Audit Commission – so can keep an eye on money spent. A solution was been worked towards to manage policy, to work together and co-operate. Next meeting 8<sup>th</sup> July 2015 – gives his apologies for PC meeting on same date.

**Cllr Hewston** – Bouldnor Fort is on the At Risk Register, she said there is a need to preserve it and feels more could be done – plea for people to work with English Heritage to protect this. Copy of rest of report attached to Minutes.

**Cllr Myles** – Attended My Life a Full Life exhibition and queried how the PC could support this project who's aim was to keep people out of hospital and A & E and at home.

Attended LAF meeting which she said was interesting and confirmed she would continue going to these meetings for a while. There had been a presentation on a phone 'ap' which made it easier for tourists to find places of interest.

She expressed concern over the number of vehicles at Winchester Corner, which Cllr Hutchinson had previously confirmed if they were taxed no special powers to remove. It was noted that permission had been applied for a permanent access which was now concreted in and leads to a hardstanding – hard porous ground. Agreed Clerk write to owners and ask if they would be willing to screen the access with the planting of a hornbeam hedge. **Action: Clerk** Cllr Myles commented on changes to planning interface – as much by phone and email. She said the IWC bad phone answering was unacceptable.

Cllr MGuirk – work undertaken on local Broadband – results were positive. Cllr Hutchinson confirmed this and said most of the time 24 mgb were achievable with cabinets still being installed.

School Crossing – he reported Cllr French had seen the landowner and discussed the necessary hedge removal and site lines. Basically the landowner had said no to hedge removal so unfortunately there would be no school crossing – he would let the school know and no further action would be taken. **Action: J McG**

#### **42/15-16 WHEELIE BIN STICKERS** – To Resolve to agree number and price for stickers.

Cllr Hewston confirms 472 properties situated within the 30 mph zones so requests 500 stickers:

1. **Isle Drive Safe Campaign - £100 for 150 or £50 for 75 (£1.50 per label and Support for charity).**
2. **Flexi Labels - £328 for 500 plus £4.95 postage and Packing (65p per label).**

### 3. Signpost Express - £3.20 each if order 500 = £1,600

Clerk confirmed she had contacted IWC who said it was OK to put stickers on wheelie bins – people often put house numbers on them or personalise them.

Cllr Hewston confirmed stickers would not be put on unadopted roads i.e. Cranmore Avenue. Cllr Myles supported the initiative and said NANSAG had gone to a lot of effect, Cllr Baxandall agreed.

Cllr McGuirk proposed the PC order enough to cover the main roads in the Parish from Isle Drive Safe campaign, seconded Cllr Myles – **resolved**.

Cllr Hewston agreed to confirm the number require for the Clerk to order. **Action: HH/Clerk**

### 43/15-16 FINANCE:

#### a) To approve list of payments:

The Clerk asked for a cheque of £10 to cover the cost of Clerk Training on the new audit regulations to also be signed and she would add this to the next Accounts for Payments list – **resolved**.

Cllr McGuirk asked the Clerk to account for what stationery had been purchased when the quarterly figures were looked at.

Cllr Myles proposed the accounts be agreed, seconded Cllr Baxandall – **resolved**:

<b>Cheque No:</b>	<b>Payable to:</b>	<b>Amount (£)</b>
1699	Valerie Taylor – Reimbursement of payment on Credit card for school leavers Bibles	275.04
1700	IW Sports Recreation Council 2015 Affiliation Fee	6.00
1701	Sally Woods – May Salary	837.71
1702	B Townsend – Internal Audit & Assistance Annual Return	237.50
1703	Locum cover for Clerk plus mileage	471.36
1704	WBS – Stationery	49.00
SO	Newbridge Community Assoc. Parish Office Rent	194.00
<b>Total</b>		<b>2070.61</b>
<b>Income for month:</b>		
	Refund for overpayment on leavers Bibles	10.08
	Gaffers – Payment for use of Bouldnor Field as Car Park	500.00
<b>Total</b>		<b>510.08</b>

Agreed Working Party need to look at avenues to protect PC finances.

**b) To approve and sign statement of accounts and Annual Return for 2014/15 (circulated): Resolved** these be approved and signed.

**c) To Agree and Adopt revised Financial Regulations for Shalfleet Parish Council (circulated):**

Cllrs went through these and the following amendments agreed:

**11. Parish Grants** – use section as agreed at previous meeting and not **use forms**.

**13. Orders and Contracts for work, goods and services** – 13.2 The Clerk, following consultation with the Chairman or appropriate Committee Chairman is empowered to purchase goods or services, or undertaken emergency small works to the value of **£250**.

Noted the Clerk would arrange a monthly standing order for payment of her net salary, as per new adopted Financial Regulations.

**Resolved** newly revised Financial Regulations be adopted.

**d) To Resolve to agree emergency one off grass cut at Fleetway, Shalfleet – quoted at £260 plus VAT.**

Clerk and Cllrs had received numerous complaints about the length of the grass at Fleetway Green. After contacting several IWC Officers Clerk learnt the IWC had taken this 'out of their portfolio' and would not be cutting it in future due to monetary constraints. The Clerk did point out the PC had never been told this and the grass had just been left to grow. In the paperwork previously received on devolution of services, the IWC had this area down as under the responsibility of the developer.

Clerk had spoken to a resident of Fleetway who confirmed there was a Residents Group for properties 10 -18 but none to cover the main Green.

Knowing that there was going to be a delay whilst matters looked into the Clerk arranged for a cut and collect of the grass. The Clerk confirmed it had been cut today with 5 truckloads of grass cuttings being removed. **Resolved** payment of emergency cut of £260 be made.

**e) To Discuss and Agree future grass cutting of Fleetway, Shalfleet:**

The Clerk said she had been asked by Cllr Myles to establish who owns the Green at Fleetway and asked if the PC wished her to make enquiries with the Land Registry. It was agreed this was not necessary.

Clerk said she had asked for three prices to cut Fleetway Green six times through the year from Brighstone Landscaping, IWC and Jamie Cramp.

It was noted Jamie Cramp did not have the facility to collect cut grass.

Clerk asked PC to consider if they do agree to take on responsibility for Fleetway Green to only cut part of it and leave the rest nature with this having may be just one cut a year in the autumn.

Cllr MGuirk proposed PC agree in principle to take on the cutting of the grass at Fleetway - **resolved**, with the decision that Cllr Myles guide the Clerk on best cutting method i.e. leave part as meadow (with less cuts per year) and part green. **Resolved** this go on July Agenda for finalising arrangements and be built into future budgets. **Action: PM/Clerk**

**f) To note Risk Assessment produced by Clerk:**

Clerk had circulated copies to Councillors. She had drawn this up after taking advice from SLCC and PC insurers.

Cllrs noted this and agreed it be used by the PC. Cllr Hewston gave thanks to the Clerk for the hard work she does for the Parish.

**44/15-16 CORRESPONDENCE– details of correspondence received tabled.**

1. Wellow Millenium Green Trust Chairman's Report May 2015
2. Country Watch – May Edition
3. HAGS play ground equipment leaflet
4. Glasdon products leaflet
5. Island Business magazine – May and June 2015
6. Wight in Bloom 2015 information leaflet
7. Licensing Officer IWC email confirming they had granted consent to The Plaza Ices Ltd for 12 months trading.

Cont.

8. IWC Tree Officer decision letter giving consent to works at:  
The Willows, Church Lane, Shalfleet  
Church View House, Church Lane, Shalfleet
9. IWC Affordable Housing Draft Supplementary Planning Document Consultation – details of where to access this document and where representations to be sent to. Period for this to run from 22<sup>nd</sup> May to 6 July 2015.
10. IWC Consultation re Customer Interface – any comments to be sent by 26<sup>th</sup> June 2015.
11. My Life a Full Life Programme.
12. RELATE counselling services – details and leaflets.
13. Letter from Shalfleet Parochial Church Council thanking the Parish Council for helping the church keep the burial ground neat and tidy.
14. NALC Policy Committee are asking for the views of Parish and Town Councils on NALC policy in an aim to reduce the number to 30, by 13<sup>th</sup> July 2015.
15. Letter from AON offering to quote for PC insurance.
16. IWALC Minutes of Executive Committee held 21<sup>st</sup> May 2015.
17. Invite to Civic Service 2015 – in the absence of the Chairman, the Clerk confirmed with IWC the Vice-Chair could attend. Vice-Chair plus guest attending on 28<sup>th</sup> June 2015.
18. Ministry of Defence – letter giving details of Armed Forces Day.

**i) Letter received from Hilary Waitt asking for a noticeboard at Fleetway and also in the Warlands area?**

Clerk had replied confirming she would add this letter to the Agenda and informed Ms Waitt of the eight noticeboards she already publicises PC and other events on.

Cllrs felt seven villages in the Parish fairly well covered, especially with Church and shop for Shalfleet - Resolved no further noticeboards be installed at this time and no budget for them.

**ii) Military Road – email from Brighstone Parish Council expressing their concern over the lack of action being taken to preserve the road for the future – asking for support to form a united group?**

Email received today from Brighstone Clerk confirmed no further works planned for Military Road; IWC will plans works as appropriate.

Cllrs acknowledged the Military Road does impact on the West Wight and **resolved** to support Brighstone PC. Clerk to write and inform. **Action: Clerk**

**45/15-16 TO ADOPT THE GENERAL POWER OF COMPETENCE:** Shalfleet Parish Council complies with the requirement to adopt the General Power of Competence as it has a qualified Clerk that has CiLCA qualification and has also attained the General Power of Competence Certificate, and also the Council comprises of the required number of elected Councillors.

The Clerk pointed out this came into being through the Localism Act and that if the PC adopt this they then have the power to do anything legal, that individuals generally may do. If they do adopt it, it does not mean it has to be used.

**Resolved** Shalfleet Parish Council adopt the General Power of Competence.

**46/15-16 TO AGREE LEASE FROM NEWBRIDGE COMMUNITY ASSOCIATION FOR PARISH OFFICE, LICENCE FOR THE DOWNSTAIRS 'POOL ROOM' AND SERVICE COSTS:**

The Clerk reported that the Lease and Licence received yesterday from solicitors to Newbridge Community Association had been full of errors therefore the Clerk had contacted them and a revised set of documents received today and which Clerk circulated to Parish Councillors.

Councillors noted the costs for the six year lease and licence were:

Lease rent - £1,150

Licence - £850

Licence Service costs - £250      Total of £2,250

The Clerk pointed out these figures are less than the £194 which is currently paid monthly by Standing Order.

Cllr Baxandall noted the figure in 4.1 of the licence; the monthly contribution towards service costs is stated as £62.50 which does not tally if the service cost is £850 per annum.

It was noted that the service cost is subject to an annual increase based on the Retail Price Index.

**Resolved** lease and licence be agreed and signed once the amendment to the service charge is made.

The Chairman thanked everyone for attending and confirmed the next meeting would be held on Wednesday 8th July 2015 at 10 am at Shalfleet Hall.

The meeting closed at 9.32 pm

Signed.....