

## **SHALFLEET PARISH COUNCIL**

### **MINUTES OF A MEETING OF SHALFLEET PARISH COUNCIL HELD AT SHALFLEET HALL, SHALFLEET ON WEDNESDAY, 8<sup>th</sup> JULY 2015 AT 10 AM**

**Present:** Cllrs P Broadhead (Chair), H Hewston, P Myles, J McGuirk, S French

Clerk: Mrs S Woods

1 member of the public

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

The Clerk reported that the Parish Council were due to have Wendy Perera attend this meeting and speak on Affordable Housing. As she is now Head of Planning she has had to cancel as attending another meeting. The Parish Council were informed that if Councillors have specific queries on affordable housing these can be emailed to Planning.

Cllr Myles felt as there could be two sites with affordable housing in the Parish there was no point in taking this further – **resolved**.

**47/15-16 APOLOGIES FOR ABSENCE:** Cllr B Baxandall and County Cllr S Hutchinson (IWC Meeting).

**48/15-16 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:** Agreed these be given as and when required.

**49/15-16 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS:** None.

#### **50/15-16 TO CONFIRM AND APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD 10<sup>th</sup> JUNE 2015:**

Cllr Hewston proposed, that these Minutes be agreed, seconded Cllr McGuirk - **resolved**.

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

#### **51/15-16 PLANNING:**

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

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

The Parish Council had discussed this application at the last meeting and had no objections but asked if the application was approved their information board and the litter bin be moved into the new car park.

Clerk reported she had contacted the applicant's agent and read the reply received which confirmed the National Trust manage the existing car park and they expect arrangements to continue for the relocated car park. It is their hope and intention that the information board and litter bin will be relocated to the re-sited car park following the implementation of planning permission assuming it is granted.

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

**P/00821/14 – Pennethorne Park Farm, off Hamstead Drive, Hamstead;** Retention of extension to building providing milking parlour and dairy.

**P/00483/15 Creek Farm Cottage, Hamstead Drive, Hamstead;** Demolition of workshop/boat store/garage; replacement workshop/boat store/garage.

**P/00406/15 Rossiters, Main Road, Wellow;** Application under Regulation 75 of the Habitats Regulations 2010 for alterations and conversion of agricultural building to form residential unit. (This was on applications approved list with no Parish or Ward next to it. Clerk had tried to find out more information but Case Officer off sick.)

**Planning Application Withdrawn – P/00002/15 1 South View, Wellow Top Road, Wellow;**  
Lawful Development Certificate for continued use of vehicular access and parking area.  
Cllr Hewston reported Speedwatch and done a check on Wellow top road and the owner had said they had been visited by IWC to look at this – feels access no problem and the Police been and had no objection.

**b. TO NOTE CHANGES IN IWC PLANNING SERVICE DELIVERY AND AGREE WAY FORWARD:**

Clerk reported Cllr Hewston and herself had attended a meeting on this.

Told Parish Councils will no longer receive paper plans.

Comments have to be put on the planning portal directly, for each separate application.

Clerk did push for paper plans as had tried dealing with planning applications electronically in the past, both showing plans directly on a screen via projector and internet and copying them onto a memory stick before showing – both extremely time consuming and she is loath to go down this route.

Believe if IWC saying go electronic (which they are, although IWC have no powers over Parish and Town Councils), either Parish Council do this, and people look at plans on-line themselves, or PC pay for paper plans to be printed for meetings. No costings for this as yet, another Clerk is looking into and agreed to let others have the information.

IWC now say they recognise problems with larger developments if lack of paper plans and may send for these applications, if a Parish Council opts in – confirmed large development is classed as 10 + /floor space 1,000 m2 or more or site 1 ha or more.

Clerks have met and discussed this situation and are very concerned and not happy. Also ask how the Planning Department can function with so few staff and discussions ongoing about how Parish and Town Councils in other areas are taking on decision making powers.

Discussion held. Cllr French commented that not all plans are clear to see on-line, depended on the architect and he asked how they could be standardised.

Cllr Broadhead suggested Parish and Town Councils could have larger plans printed out in a joint tender.

Cllr McGuirk said Parish Councils had no choice, paper plans would be stopping. He was comfortable seeing most applications on-line but a good idea for developments such as Bouldnor Mead, Fleetway, or a complicated application to have a plan printed out. He asked if the person/agent submitting the application could be asked to provide a copy. Clerk had been told this was not possible as IWC follow a national policy and plans were submitted on the portal.

Cllrs felt a company could be found who would print plans off on request if Cllrs felt this was necessary. Cllrs agreed no more work should be put on the Clerk due to the changes and it was not workable to use a projector. Agreed when plans come in, Cllrs to decide if they need a paper copy and then request one and if no, the PC arrange - **resolved**.

Cllr McGuirk said he may know someone who could provide this service.

Cllr Hewston said this had started as an IWC problem which had been moved down to Parish and Town Councils. Suggested PC contact RIBA and let them know and ask if they could help solve.

Cllr French asked if special software could be used as plans not always clear.

**c. TO AGREE COMMENTS ON APPLICATIONS:**

**P/00583/15 Grange Cottage, Hamstead Drive, Hamstead;** Alterations and conversion of part of workshop to form residential unit to include single storey rear extension.

After discussion Cllrs agreed that if the owner/tenants were the same for the properties involved then they had no objections but if different they objected on the grounds of:  
Overlooking/loss of privacy, noise/disturbance resulting from use, overshadowing and loss of daylight/sunlight.

### **52/15-16 POLICE REPORT:**

Copy of June Police Report received and tabled– no matters of concern to report back to the PC. Trading Standards are holding a doorstep crime/scam event on 22<sup>nd</sup> July 2015 from 2 – 4 pm at the Riverside Centre.

### **53/15-16 CLERKS REPORT:**

**Wellow Millenium Green event** – Clerk wrote to Youth Officer and asked if the Youth Minibus could attend – response back that it could be difficult – finalising with legal and insurance the hire process for the truck – once in place will get back in touch. Nothing further heard at time of writing report.

Clerk chased again and not heard back. Information sent through from Jill Cowley. Clerk offered her help to sell raffle tickets.

**Labels for Wheelie Bins** – Cllr Hewston confirmed with the Clerk that 310 labels were required.

Clerk contacted Neil Staley of Isle Drive Safe campaign who agreed he could supply 310 x 30 mph labels at a cost of £1 per label (not the £1.50 stated in the June Agenda/Minutes). He stated money raised for the charity was to be used to purchase mobile road speed signs at a cost of around £1,500 – 2,000. Once obtained these they can be borrowed out by communities for a small donation.

Mr Staley away until 9<sup>th</sup> July 2015 so Clerk confirmed she would arrange for a cheque to be signed and then contact him to arrange collection/payment.

Cllrs agreed it would be good to do some publicity on this and as Alan Marriott of the IW County Press supports the campaign Clerk contact to arrange a photo shoot. **Action: Clerk**

Mr Walter had reported there may be new contractor for waste. Cllrs agreed Clerk check with IWC Contracts Manager on this before stickers put on existing wheelie bins **Action: Clerk**

**Planning applications/site visits** – further to the Clerk being contacted after the last meeting, she obtained information from the Society of Local Council Clerks which confirmed her belief that site meetings can be held on current applications, that there is nothing improper about this to ensure councillors are properly informed. Indeed SLCC said it can be very helpful in enabling councillors at the formal meeting to formulate sensible comments. As the Clerk had said, principal authority councillors do it all the time.

#### **Planning:**

Cllr French queried information given at an IWALC Training session which said comments from Cllrs could not be sent electronically to the Clerk if an application falls between a meetings. Clerk had written to IWALC for confirmation of this – no reply received at time of writing report.

Clerk also spoken to Secretary of Clerks Society who could see no reasons why the PC could not use this process and put it in their Standing Orders.

**Resolved** Clerk email Newport Clerk on this as it had been a Newport Cllr that had informed Shalfleet Cllrs on this. **Action: Clerk**

**Bank Standing Order** – set this up for Clerk's monthly pay from 25<sup>th</sup> June 2015, as agreed in Financial Regs. at last meeting.

**Shalfleet Service Station** – Clerk did some research before writing to owners – found planning permission included proposals for landscaping; 'mix of hawthorn, field maple and hazel whips at least 60 cm in height to be planted so the species are mixed with a double row 50cm staggered spacing. The new hedging shall be protected for the first two years with spiral guards and mulch mates in order to allow the hedging to become established.' Obviously access just put in and

wrong time of year to plant hedging – usually done November – March. Cllrs agreed need to check this is done next winter.

**Bridge Signs** at Bouldnor – Cllr Hewston asked Clerk to arrange for some to be cleaned – asked Mark-one-Maintenance to do - Cllr Hewston done some, he has done some – see accounts: Also Mr Mike Carr contacted PC with list of signs which he confirmed are in PC ownership. Clerk said these will be added to Asset Register when she updates it, as obviously responsibility of PC. She queried who should clean the information board at Bouldnor Viewpoint and asked if there was anything else PC should be cleaning. Clerk aware of sign at Withyfields.

**Resolved** Cllrs let Clerk have details of any information boards and signs (other than road signs) and she give the list to Mark-One-Maintenance and ask him to clean once a year.

Cllr McGuirk agreed to cut back overgrowth round ‘Adams Brook’ sign.

**Action: Clerk**

**Bouldnor Field** – report from resident of car parking on hardstanding to park to play football. Agenda item – Donate-a-gate.

**Play areas** – Clerk pleased to report both have had annual inspection by RoSPA – reports circulated to Cllrs and insurers. Hard copy in the office if anyone wishes to read it.

**West Wight Community Partnership** – pleased to report that after liaison, new sign for walkers and cyclists agreed to be installed on the Newbridge Community Centre.

**Annual Return** –sent through the information requested on why the income had increased in the last financial year! Will be charged £30 for them having to ask this. Since had another query which Clerk had replied to by phone. Hopefully this will now be signed off.

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

**Cllr Hutchinson –**

**Church Wall** – email confirmed some movement on this matter – costings yet to be approved and the project put in the Island Roads programme, although LBC planning permission may have to be sought.

**Cllr Myles –**

**Fleetway grass cutting** - Reported she had spoken to Richard Grogan and asked him for advice, although she had chased, she had not heard back – Agenda item.

**Fleetway Development** - She said residents had asked for an update on whether the developer had met the requirements for the new development at Fleetway, as required by planning conditions. Agreed Clerk ask Cllr Hutchinson if he had an update on this and Cllr Myles could inform residents that’s what the PC had agreed to do.

**Action: Clerk**

**Marine Archeology Event on Bouldnor** – Confirmed she would be attending Friday evening and asked if the PC could give some financial support. Cllr Hewston suggested £25. **Resolved** to decide whether to give a donation and put this on the September Agenda.

**Cllr Hewston –**

**Youth provision** – she was looking into transport in order to make access to facilities more affordable and arranged a meeting with Mr Sullivan from Southern Vectis for beginning of August at the Parish Office.

**Church Wall** – she had met with the Archdeacon at a Church Service and he had agreed to go into the Planning Department as he had received no response to his letters and email.

Cllr French suggested PC write to County Press about the inactivity of the IWC. Cllr McGuirk felt PC should let due process take place as only interested party.

**Wellow sign** – a new sign had been installed but she said it was just a street name sign on two posts – she felt this was a deterioration of standards.

**Spring Hill pothole** – still not done.

**Island Roads** – due to do Station Road and Newbridge at the same time, so going to be problems.

**NANSAG** – done 3 Speedwatch in Shalfleet. On a Sunday afternoon 200 vehicles per hour (hardly any reduction in traffic) and on a Sunday morning 150 an hour. She reported in Arreton

‘30’ had been painted on the road – IWC were taking on board these were a better way of marking road speed. She requested PC send a letter asking that when Station Road, Ningwood had been re-surfaced ‘30’ be painted on the road – **resolved.** **Action: Clerk**

**Future Speaker** – she proposed a member of the Dark Skies team be invited to a future PC meeting – **resolved.** Cllr Hewston agreed to let Clerk have contact details. **Action: HH/Clerk**  
**Cllr MGuirk** –

**Broadband** – said he was chasing IWC for an update and once he received this he would inform the PC.

**Cllr French** –

**Hedging** – confirmed Ms Fenwick was not agreeing to hedge removal, so end of discussions on this matter.

**Cllr Broadhead** –

Dr Walker was retiring in August and proposed PC send a letter – **resolved.** **Action: PB/Clerk**

**Shalfleet School** – reported there was a new Headteacher starting in September 2015.

- Problems with traffic connected to school parking in Station Road – a camper van trying to get through had clipped its wing mirror. Discussion on parking.
- **Assembly** – Friday 17<sup>th</sup> July 2015 at 9 am – said Cllrs welcome to attend for PC presentation of leavers bibles.

**West Wight Council** – she was due to attend a meeting next week. Asked Cllrs for issues they wished to be raised;

Problems registering with a GP as there was a shortage (Chairman suggested speak to Cllr Steve Cowley on this as he was on the Patient Group at Brookside Health Centre), PC apprentice, speed unit camera. Noted no Minutes received back from previous meeting.

**Bouldnor Road** – been told that when this was resurfaced traffic could travel down Victoria Road and back to the main road via a road which she had informed Island Roads was a private road. She asked them to make a note that vehicles could not travel along this road and said they would have to find another route.

## 55/15-16 FINANCE:

### a) To approve list of payments:

Cllr French proposed the accounts be agreed, seconded Cllr Hewston – **resolved:**

Chq No.	Payable to	For	£
1705	Society Local Council Clerks	New Audit Regulations	10.00
SO	Sally Woods	June Salary	830.00
1706	Sally Woods	Remaining salary plus mileage (£5.40)	13.31
1707	The Island Copier Co Ltd	Photocopier Contract	42.00
1708	Cash	Petty Cash	100.00
1709	Isle of Wight Council	Newbridge Playground Rent for year	50.00
1710	Isle Drive Safe	Speed Limit Stickers	310.00
DD	BT	Phone & Broadband	109.03
1711	Playsafety Ltd	2 x Playground Annual Safety Inspections	159.60
1712	Mark-One-Maintenance	Open Space/Playground Maintenance	35.00
1713	Newbridge Community Association	Room Hire 1 meeting/Annual Lease,	
	Licence and Service Costs		2530.00
1714	Brighstone Landscaping Ltd	Fleetway Cut & Collect (£312 inc VAT) +	
		April – June Open Space Maintenance	1942.20
		<b>TOTAL</b>	<b>6131.14</b>

### b) To note quarterly figures: Cllrs noted these and thanked Clerk for them.

**c) To Discuss and Agree future grass cutting of Fleetway, Shalfleet. Cllr Myles seeking advice on cutting arrangements:**

Clerk obtained quotations from:

**Brighstone Landscaping:** £50 per cut based on 6 cuts a year plus VAT (did check - they trim round things in cost given). Total = £300

**Jamie Cramp:** £55 per cut plus £25 for trimming round trees, benches and areas the tractor cannot access. = £80 plus VAT per cut. Total = £480

**IWC:** To provide 7 cuts between now and end of summer = £128

Cllr McGuirk proposed PC accept the IWC quotation and that this be built into future budgets – **resolved.** **Action: Clerk**

**c) To Discuss and decide on bin emptying for Fleetway:**

IWC to charge PC for this otherwise do not think it will be emptied as it was previously missed off PFI Contract = £106.08 p.a. a x bin 3 times per week 21 weeks winter/31 weeks summer.

**Resolved** – Cllrs would look at and if a dog bin and not been emptied, to agree to this, if a litter bin to leave until September. **Action: Cllrs/Clerk**

**56/15-16 CORRESPONDENCE– details of correspondence received tabled.**

- i) Email from Mr I Broad regarding Barton Corner and to discuss his suggestion for large rocks to be craned in to protect the grass verges?

Cllrs confirmed this matter had been discussed at the last meeting and Cllr Hutchinson had said as the vehicles were taxed, no special powers to remove. **Resolved** PC write to IWC and ask if rocks could be placed on the grass verge to prevent parking. **Action: Clerk**

1. Village News June & July editions
2. Broxap Street Furniture catalogue
3. South Coast Tree Surgeon information
4. University of the Third Age information
5. IWC Scrutiny Committee Agenda 18<sup>th</sup> June 2015
6. IWC Consultation Protocol between IW Town and Parish Council
7. NALC letter on the Commonwealth Flag Day
8. Clerk & Council Direct Magazine
9. Invite to PFI Event to be held on Tuesday 14<sup>th</sup> July 2015 5 pm in the Council Chamber – Cllr Hewston attending.
10. Letter and invitation for Chairman and companion to attend the IW Best Kept Village Awards on 24<sup>th</sup> September 2015 at 7.30 pm Cheese, biscuits and soft drinks buffet will follow. Results to be given on the night. Cllr Hewston agreed to attend with a companion in absence of the Chairman. Clerk to inform. **Action: Clerk**
11. Island Business July 2015
12. PC website – email received giving PC opportunity to update their website at a cost of £190, to be similar to other PCs for which links were given. **Resolved** PC do not make changes at this time – not budgeted for, and look at this in the new financial year. Clerk to inform. **Action: Clerk**

**57/15-16 TO AGREE LEASE FROM NEWBRIDGE COMMUNITY ASSOCIATION FOR PARISH OFFICE, LICENCE FOR THE DOWNSTAIRS 'POOL ROOM' AND SERVICE COSTS:**

The Clerk reported that the amended Lease and Licence had been emailed from solicitors to Newbridge Community Association.

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

Lease rent - £1,150

Licence - £850

Licence Service costs - £250

Lease service costs - £250

Total of £2,500 for which an invoice has now been received.

At present a Standing Order of £194 is currently paid monthly and if Cllrs agree to the above and paid by cheque, Clerk will arrange for this to be cancelled.

Community Association did ask if PC would pay 50% legal fees as suggested by PC Chairman at meeting last year but no details received, although these had been requested.

The Chairman had asked Clerk to contact a solicitor to ask advice on these documents but none received at time of meeting.

**Resolved** lease and licence be agreed and signed if solicitor happy with them. **Action: Clerk**

**58/15-16 BOULDNOR FIELD – TO DISCUSS AND AGREE WHETHER PARISH COUNCIL PURCHASE DONATE-A-GATE FOR PEDESTRIAN ACCESS INTO THE FIELD AT THE EAST SIDE AT A COST OF £460 AND TO PURCHASE AND INSTALL CHAIN AND PADLOCK FOR THE METAL VEHICULAR ACCESS GATE:**

Cllrs noted that a further email had been received from resident informing PC of more cars parking on the field.

Cllrs agreed residents had had to put up with the disruption of the field being used as a stone storage compound and the next vehicle into the field could be travellers. Cllr McGuirk proposed PC arrange for the gate to be padlocked with a combination lock (chain in the office) as a matter of urgency, seconded Cllr Myles – **resolved**. Clerk to also check other gate is locked. **Action: Clerk**

**Resolved** PC order and pay for a Donate-a-Gate at a cost of £460 with Shalfleet Parish Council – Bouldnor Field and contact telephone number on it. **Action: Clerk**

**59/15-16 HEDGEROW REMOVAL – TO DISCUSS HEDGEROW REMOVAL/REDUCTION DURING THE NESTING SEASON:**

Cllr French had previously raised his matter and Clerk had obtained a copy of the relevant Regulations.

Cllr French said the hedge in question, which had been reported to him by a neighbour, was half a mile from the top of Ningwood Hill, looking towards Yarmouth. He had since decided this was not something that was worth going after. Cllrs **resolved** no further action.

**60/15-16 HAMSTEAD ROAD – TO DISCUSS PROBLEMS WITH ‘TRIANGLE’ AT THE JUNCTION WITH NINGWOOD HILL.**

**Clerk informed this in the ownership of IWC and suggestion made by Mr Arthur Dunkley to ask IWC/Island Roads to remove it.**

Mr Dunkley said his main concern was vehicles parking on the apron leading into Hamstead Road at the junction with the main road. Recently a large group had to cross the main road and vehicles had parked immediately on the apron and put camping stools on the triangle (which had a fire hydrant on it) – people had to go in the ‘wrong way’ and some to back onto the main road. He would like some means of preventing people from parking on the apron, which he said was owned by the IWC. There were at present no markings to show it was part of the public highway.

He mentioned the hedge downhill had grown out and this obscured visibility. The owner of the field behind he said was not interested in cutting back the hedge.

Mr Dunkley said residents had in the past purchased a ‘keep left’ sign for the triangle but this had been destroyed by a lorry in bad weather. He said the IWC do not do anything.

After discussion the PC **resolved:**

1. Contact IWC and ask for the hedge to be cut back.
2. With regards to the triangle/apron – ask IWC to look at and give them a list of issues, including a request to remove the triangle, mentioning there had been a death on the main road in the past.
3. Ask for a meeting to discuss this area with residents, Cllrs and NANSAG representative.

Mr Dunkley mentioned that a lady in Hamstead Road would not cut her hedge back so residents paying for this to be done.

**61/15-16 TO AGREE PROJECT/ACTION PLAN CONSULTATION – TO GO OUT TO RESIDENTS AS A SURVEY:**

Draft copy circulated to Cllrs.

Cllr Hewston said the PC try to improve the lives of its residents each year. It had done the Community Plan and Cllr Myles and herself had taken ideas and headings from this and put these on a questionnaire (with spaces for comments) to go out to residents in Village News. She was asking Cllrs to comment on this before it went out to the community and give their approval beforehand.

Cllr French said he would like to make suggestions himself and felt the survey looked as if the PC had almost made the decisions ,with items and ideas already being put down.

Cllr Hewston said sending out the survey showed the PC is active and getting feedback helps with budget making.

Cllr McGuirk felt the correspondence needed to be open to get what people want i.e. PC sort out the triangle.

Cllr Broadhead agreed if the survey gave ideas people will think that is what the PC are doing.

Cllrs agreed the headings to go on the questionnaire, consultation take place in Newbridge, Wellow and Shalfleet, with it going out to people after the school holidays – **resolved.**

Cllrs noted the questionnaire could be put on the PC website for responses and initial contact had been had with IW Geek on this.

The Chairman thanked everyone for attending and confirmed the next meeting would be held on Wednesday 9<sup>th</sup> September 2015 at Shalfleet School.

The meeting closed at 12.30 pm

Signed.....