

## SHALFLEET PARISH COUNCIL

### MINUTES OF A MEETING OF SHALFLEET PARISH COUNCIL HELD AT NEWBRIDGE COMMUNITY CENTRE ON WEDNESDAY, 10<sup>th</sup> JANUARY 2018 AT 10 AM

**Present:** Cllrs H Hewston (Chair), S Stables, G Head, I Broad, A Burt, S Cowley

Clerk: Mrs S Woods

4 members of the public

The Chairman welcomed everyone to the meeting and wished them a Happy New Year.

**142/17-18 TO AGREE THE CO-OPTION OF MR STEVE COWLEY TO FILL THE VACANCY ON SHALFLEET PARISH COUNCIL:** Cllrs **resolved** to agree Mr Steve Cowley be co-opted on to Shalfleet Parish Council.

**143/17-18 NEW CLLR TO SIGN HIS DECLARATION OF ACCEPTANCE FORM AND CLERK TO COUNTER-SIGN:** Cllr Cowley signed his Declaration of Acceptance, which the Clerk duly countersigned, and he joined the Cllrs at the table.

**144/17-18 UP TO 30 MINUTES QUESTION TIME:**

Mr Dunkley commented on the parking in Station Road; 17 cars were parked in Station Road (2 resident's cars, the rest school personnel). He felt this matter had to be addressed, as the School were choosing to ignore parking in the Recycling Centre.

Mrs Broadhead said the School can use the Recycling Centre for parking. It was noted the Parish Council were looking at leasing this area to the IWC – to be discussed later in the meeting.

Mrs Broadhead commented on Chairman's suggestion to move Shalfleet School. The Chairman confirmed she would be giving a short presentation and that there had been no formal dialogue with the School. She felt it was strange, thought if on the Agenda they would have been here. Confirmed the Agenda for the meeting was not on the website.

With the Chairman's agreement, the Clerk said she had sent the Agenda to the Computer Geek for it to be put on the Agenda and would take this up with him. She said the PC meeting Agendas are 'hers' and she had put this item on as aware the Chairman had muted her suggestion of moving the School at a meeting between IWALC and IWC and felt if such a suggestion was to be made, it should have the backing of the full Parish Council.

**145/17-18 APOLOGIES FOR ABSENCE:** Cllr S Hutchinson

**146/17-18 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:** Cllr Cowley as grandparent to a child at Shalfleet CE Primary School, Cllrs Broad and Burt declared an interest as they too had children/grandchildren at the School.

Cllr Hewston declared an interest in the Lavender Cottage planning application and Cllr Stables a personal interest in the same, as a neighbour.

**147/17-18 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS:**

Letter of application for a dispensation to speak on agenda item: 151/17-18 P/01542/17 Lavender Cottage, Main Road, Newbridge had been received from Cllr Stables.

Clerk gave Cllrs copies of information on dispensations that she had taken from the SLCC website.

Discussion held on Pecuniary Interest and Dispensations. Cllrs felt Cllr Stables should not speak or vote on the Lavender Cottage planning application and she agreed and said as her husband had now written a letter on the application, she did not need the dispensation as no reason to speak now. Agreed this be looked at when the PC next reviews the Standing Orders.

**148/17-18 TO CONFIRM AND APPROVE THE MINUTES OF THE MEETING HELD: 6<sup>th</sup> December 2017:** Cllr Head proposed that the Minutes be agreed, seconded Cllr Broad - **resolved.** The above Minutes, having been agreed, were signed by the Chairman as a true record.

**149/17-18 FINANCE:**

**i) To Agree to purchase a vacuum cleaner for the Parish Office.**

Clerk had previously bought one off Wightbay for £10 which was not fit for purpose and now broken. Cost of a small cylinder cleaner from local supplier about £100.

Cllr Head proposed Clerk purchase a new vacuum cleaner for around £100, seconded Cllr Cowley – **resolved.** **Action: Clerk**

**ii) To Consider giving a £20 donation towards Wellow Millennium Green Christmas tree lights.**

Cllr Stables proposed £20 donation is given, seconded Cllr Head – **resolved.** **Action: Clerk**

**iii) To Agree to pay annual SLCC (Society of Local Council Clerks) membership for 2018-19 of £147.**

Cllr Stables proposed PC pay the SLCC membership fee, seconded Cllr Head - **resolved.**

**iv) To approve list of payments (copies available for Cllrs and tabled at the meeting).**

Cllr Stables proposed the accounts be agreed, seconded Cllr Head – **resolved.**

<b>Chq No.</b>	<b>Payable to</b>	<b>For</b>	<b>£</b>
SO	Sally Woods	December Salary	830.00
1905	Sally Woods	Remainder December Salary	134.49
1906	IW NHS Trust	Defibrillator Training	100.00
1907	Cash	Petty Cash	100.00
1908	WBS	Card	3.06
1909	SLCC	Annual Membership Fee 2018/19	147.00
1910	JR Fencing & Sons Lt	Supply/install gates at Recycling Centre	1,369.08
1911	Island Copier Co Ltd	Copier Contract & Usage	115.57
DD	BT	Phone & Broadband – December	46.50
1912	Newbridge Com Centre	Room Hire x 2 meetings	50.00
<b>TOTAL</b>			<b>£2,895.70</b>

**150/17-18 WARD COUNCILLORS REPORT:**

Cllr Hutchinson emailed a comment regarding the PC considering putting forward a formal request to IWC to move Shalfleet School. He said it would only be considered if the request came jointly from the school Governors and the Diocese. The Governors have put in a bid, with the support of LEA officers, for funding for a major new extension to the school and has already prepared plans for it. He has been reviewing the Capital budget for the next year and it is listed as one of the Education Department’s bids for capital funding, which subject to decisions on budget to be made at the February’s council meeting, is likely to be approved.

**151/17-18 PLANNING:**

**a. Updates and Decisions:**

**There were two planning application which came in between meetings that the Parish Council had no objection to:**

**P/01328/17 Woodbine Cottage, Solent Road, Cranmore – Lawful Development Certificate for retention of extension**

**P/01466/17 Woodlands, Hamstead Road, Cranmore** – Demolition of dwelling; proposed replacement dwelling with detached garage.

**Agreed by Isle of Wight Council:**

**P/01370/17 Ningwood Green Barn, Station Road, Ningwood** – Proposed rear extension with lift shaft to first floor.

**P/01336/17 Cedar Lodge, Solent Road, Cranmore** – Lawful Development Certificate for proposed replacement barn (does not appear to be on IWC website).

**P/01307/17 Worm Farm, Barton Corner, Shalfleet:**

Further to the Clerk contacting the Case Officer, he emailed back stating he had received revised plans showing a lower building, more akin to the approved barn at the site. He sent through the link, which Clerk had forwarded to Cllrs, and he would appreciate any comment in the next 14 days. Clerk had printed off the main plans which state the ridge height of the roof had been reduced by 1200 mm.

Also had two more application in for Little Kleffens, Main Road, Bouldnor for a proposed recessed balcony and Land rear of Fleet Way for approval of reserved matters relating to access, appearance, layout and scale – these will be on the IWC website from Friday. Cllrs agreed a meeting be arranged for next week for them to comment on all 3 applications.

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

**P/01512/17 St Andrews, Hamstead Road, Cranmore:** Proposed single storey side/rear extension; new canopy roof on north east elevation.

The Cllrs had no objections to this planning application.

**P/01542/17 Lavender Cottage, Main Road, Newbridge:** Demolition of conservatory; proposed extension and detached garage/store forming overspill accommodation and office.

Cllr Stables did not speak or vote on this planning application, as she lives next door.

It was noted the Chairman had attended a site visit of the property. The Chairman said Mrs Gaeta, the owner, was present at the meeting and wished to speak and there was a letter from Mr Stables which she asked the Clerk to read.

Mrs Gaeta read a letter, supporting her planning application, to the meeting.

The Clerk read a letter from Mr Stables, giving his objections to the planning application, to the meeting.

Cllrs discussed the application and after debate a vote was taken: 4 in favour of the application, with conditions, 1 against. Conditions being:

1. The Parish Council request that the garage be tied to the house and not be sold as a separate dwelling.
2. The Parish Council request a change in the footprint of the plans to increase daylight to the neighbouring property.

**152/17-18 CLERKS REPORT: HAPPY NEW YEAR.**

**Recycling Centre – Key Agreement update:** Clerk drew up agreement and once agreed by Cllrs and after visiting Headteacher twice, both signed the Agreement.

**Gates** – were installed on 21<sup>st</sup> December 2017 – thanks to Cllr Stables for agreeing to take keys, let school caretaker have one and unlocking gate on 8<sup>th</sup> January 2018 at start of school term

**Risk Assessment** undertaken by Cllr Stables and Clerk – copies to Cllrs, School and insurance company. Cllr Stables had also kindly agreed to be the person implementing the control measures with the school.

**Head of Terms** – Agenda item. Suggested any Cllr with relatives at the school declare an interest in the lease.

**Bulbs** – these had now been planted at Newbridge, Wellow and Shalfleet, near village signs.

**Withyfields: Tree work** – received letter from IWC giving consent to tree work at 4 Withyfields and Brighstone Landscaping will now arrange to carry out work for the PC.

**Grass cutting** – Mr Tyrell reported he felt this had not been fit for purpose this year. He had also reported to the Clerk that the hedge had been cut, but the ditch by the boundary with ‘Willows’/old wall needed cleaning out – Cllr Stables agreed to go have a look and report back.

**FOI request** - Mr Tyrell visited the office to look through papers pertaining to Bouldnor Field and the Recycling Centre.

**Dog Bin at Wellow** – Clerk continuing to liaise with the land owner and Chairman of Wellow Residents Group on this – site meeting to be arranged.

**Newbridge Wild Cherry Trees** – to be ordered and planting arranged.

**Meeting Dates** – had arranged dates and venues for 2018 but now feel the December meeting would be better earlier in the month due to Christmas – Cllrs agreed for Clerk to re-arrange back to first Wednesday in the month. **Action: Clerk**

**Winchester Corner** – Clerk given plan for planting and seat from Cllr Head and will now liaise with landowner and Island Roads to seek views and obtain quotes for future meeting. **Action: Clerk**

**Phone Box at Shalfleet traffic lights** – had a request that this be removed, phone already removed and box is full of vegetation – Clerk will look into when time allows. **Action: Clerk**

**Bouldnor Field – Metal Detecting** – Cllrs agreed they could use Bouldnor Field, as long as they agree to leave it as they find it.

**Fleetway Lighting** – Resident had contacted Clerk to ask for extra lighting in Fleetway. Clerk put request in to Island Roads who responded they had put this on the Network Integrity and Safety Assessment Register for consideration by IWC. Clerk had informed resident. Cllrs agreed Clerk contact Island Roads and ask for an up to date list of items on this register. **Action: Clerk**

**Data Protection Registration renewal** – Clerk said it was law to have this and Cllrs agreed the £35 annual fee be paid. **Action: Clerk**

### **153/17-18 COUNCILLORS REPORTS:**

**Cllr Broad** – Reported that residents were still moaning to him about the tree hacking at Winchester Corner. He noted the response from IWC.

**Cllr Head** – Attended the Wellow Carol concert as a resident – she said it was well run and very good.

**Cllr Stables** – Attended a Planning Information training session. Liaised with contractors when the gates to the Recycling Centre installed and obtained, with Clerk’s permission, extra keys so as to accommodate the school’s request for 2 keys.

Undertook a Risk Assessment with the Clerk for the external area at Ningwood and delivered a copy to the school.

Liaised with School caretaker to give him a key to the padlock and to explain the essence of ensuring the gates are locked during the day and overnight. Explained to parents the reason and stayed at the area until the ‘drop off’ session had finalised.

Noted only 5 teachers vehicles parked on the site on Monday and 4 on Tuesday (8<sup>th</sup> and 9<sup>th</sup> January). Attended Wellow Carol Concert – mulled wine very nice – very good event - well supported.

**Cllr Burt** – mentioned gates were locked during school hours.

**Cllr Hewston** – Mentioned co-option interviews had been held.

### **154/17-18 RECYCLING CENTRE:**

#### **i) To Receive letter rescinding previous resolution.**

Cllr Stables asked Cllr Head why she had not contacted her regarding the signing of the letter. Cllr Head replied there was only a need for 3 signatories.

Clerk received letter dated 28<sup>th</sup> November 2017 which referred to PC decision taken at the meeting held 8<sup>th</sup> November 2017 ‘To sell the Recycling Centre at Ningwood for the benefit of Shalfleet Primary School under the preferred purchaser scheme’.

*Due to significant new information that has been received by this Council, we the undersigned are writing to ask the Proper Officer of the Council to reverse the above decision with immediate effect to allow this to be taken into consideration. Letter signed by Cllrs Broad, Burt and Head.*

The Parish Council **resolved** to receive this letter and rescind the previous resolution.

#### **ii) To Agree Heads of Terms for Lease between Shalfleet Parish Council and Isle of Wight Council (subject to contract).**

Copies of the Heads of Terms for the Lease on this site had been sent to Cllrs, along with some notes from the Clerk.

Councillors went through, and discussed, the Heads of Terms, and **resolved** to agree it with the following being confirmed:

**Term** – 7 years (Vote taken – 4 for/2 against – motion carried).

**Rent** - Cllr Stables proposed £100 p.a., seconded Cllr Hewston – **Resolved** - Cllrs asked Clerk to mention that PC pays IWC £50 rent for Newbridge playing field.

**Permitted Use** – agreed Solicitors suggested wording ‘the lessee shall not be allowed to charge for such parking’.

**Alienation** – agreed Solicitors comment she considers that the words from “without the Lessees... The assignment” be removed as the PC do not wish the IWC to be able to assign the benefit of the Lease to someone else.

**Plan** – Clerk had asked Solicitor to check this is accurate.

**Litter Bin** – PC agreed continue with re-location request to Island Roads.

Cllrs **resolved** the above be sent through to the Solicitor and the Lease be drawn up.

The Clerk informed Cllrs she had received paperwork from Solicitor, including client questionnaire for completion, and would return this with confirmation of the items agreed. Mention also to be made in the Lease about fly tipping and abandoned vehicles. **Action: Clerk**

Cllrs agreed Clerk request a refund from the IWC for the cost of the gates, as discussed.

**Action: Clerk**

**155/17-18 CORRESPONDENCE** – details of correspondence received tabled.

**i) Rights of Way Improvement Plan for the IW** – no comments made.

**ii) Invite to IWC Budget Consultation meeting on 15<sup>th</sup> January 2018:** Cllr Hewston attending.

**iii) Email from owner of Shalfleet Manor regarding parking area.**

Cllrs happy for signage to be removed and stored as long as put back and confirmed they could not get involved in parking signs and re-direction of traffic. Clerk to liaise. **Action: Clerk**

**Extra to those mentioned on front of Correspondence file:**

**Nomination for Chairman to attend Buckingham Palace Garden Party in May 2018 (needs to be in by 15<sup>th</sup> January 2018):** Cllrs happy to nominate Cllr Hewston - **resolved.** **Action: Clerk**

It was noted that names were put in hat and pulled out at the next IWALC meeting.

**Invite to Newport Travel Forum**

**Invite to ANOB AGM** – Cllrs Head and Stables attending.

### **156/17-18 TO CONSIDER PLANTING A CHRISTMAS TREE ON A NEWBRIDGE GREEN WITH THE REMAINDER OF THE BEST KEPT VILLAGE MONEY?**

Cllr Cowley against this as not a native tree, Cllr Head agreed.

Cllr Hewston said she had consulted with Newbridge residents over what they wanted – native cherry tree had been top of the list and Clerk was in the process of arranging to purchase/plant two of these on the grass verge outside West Way on the Main Road. Cllr Hewston felt one on one of the Greens i.e. Malthouse or Blacksmith, if Southern Housing agree, would be good – could have lights put on at Christmas.

Cllrs **resolved** to agree to native cherry be planted on each Green, if Southern Housing agree.

**Action: Clerk**

It was noted if plans for Winchester Corner were agreed then either 5 or 3 trees would need to be ordered.

### **157/17-18 TO AGREE TO NOMINATE AT DEPUTY TO REPRESENT THE PARISH COUNCIL ON IWALC:**

The Chairman agreed, when asked, to speak to Cllr Cowley about IWALC, outside of the meeting. Cllr Head proposed Cllr Stables, seconded Cllr Broad – **resolved.** Clerk will inform IWALC.

### **158/17-18 TO AGREE GUEST SPEAK FOR ANNUAL PARISH MEETING:**

Clerk said meeting to be held in April and she needs to know who to invite - had a suggestion made of HomeShare IW. Cllrs agreed to think about who they would like to invite and defer decision until next meeting.

**159/17-18 TO DISCUSS CHAIRMAN’S SUGGESTION THAT A FORMAL REQUEST BE PUT TO THE IWC TO MOVE SHALFLEET SCHOOL:**

The Clerk said she had put this on the agenda (reiterated that the Agenda was her document) as she was aware the Chairman had raised this issue at a joint IWALC/IWC meeting and had informed her she should not do this without the backing of the PC.

The Chairman had asked the question (at the joint meeting,) that if the parking issues in Station Road, Ningwood could not be resolved in the next year, how the PC would proceed with a formal request to move the school.

The Chairman said she believed the IWC were unaware of the problems the school had i.e. how tight it was for space and mentioned the future development of Fleetway and suggested a new school could be built there. The PC had a responsibility in assisting in the management of the Parish.

Cllr Head felt IWC must be aware as they were about to approve an extension to the school.

It was noted that when the moving of the school had been muted at a meeting with Governors present, they had said they had not looked at this as a possibility.

Further discussion took place. Cllr Cowley said discussion had been held in the past over moving Yarmouth and Shalfleet schools to Bouldnor Field – they are Federation Schools and they had little support then. Discussion on walking to school.

Majority of Cllrs felt this suggestion was a ‘no go’.

**160/17-18 TO REVIEW THE PARISH COUNCIL CHILD PROTECTION POLICY AND ASSOCIATED DOCUMENTATION:**

Cllr Head proposed PC agree the review of the above policy, seconded Cllr Stables – **resolved**.

**Next meeting to be held on Wednesday, 14<sup>th</sup> February 2018 at Wellow Institute at 7.15 pm**

The meeting closed at 11.55 am      Signed.....