

## SHALFLEET PARISH COUNCIL

### MINUTES OF A MEETING OF SHALFLEET PARISH COUNCIL HELD AT NEWBRIDGE COMMUNITY CENTRE ON WEDNESDAY, 13<sup>TH</sup> JUNE 2018 AT 7.15 PM

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

The Chairman welcomed everyone to the meeting.

#### **32/18-19 UP TO 30 MINUTES QUESTION TIME AND WARD COUNCILLORS REPORT:**

Mrs Neary thanked the PC for funding and arranging for the green dog bin to be installed at the start of the Hamstead Trail in Wellow. She confirmed it was used and emptied.

Mrs Tyrell referred to a matter raised by her neighbour at Withyfields. The Chairman said he was dealing with this matter and had visited the site. He said he could see the concerns over the grass cutting at Withyfields and confirmed the PC would need to review the contract (which is a 3 year contract ending next March). Cllr Hewston confirmed Mr and Mrs Tyrell have permission from the PC to cut some of the grass at Withyfields and are indeed covered as volunteers by PC insurance. The Chairman thanked Mr and Mrs Tyrell for their work and said the PC were very grateful to them but was not sure the PC could arrange for the grass to be cut as regularly as they do it. Mention of dog mess.

The Chairman said the PC had similar problems with grass cutting standards in other areas and would be meeting with the contractor to discuss and take forward.

Cllr Head arrived – apologised for being late.

Hedge on Main Road, Newbridge – Clerk asked to contact Southern Housing to ask it be trimmed.

**Action: Clerk**

Mrs Tyrell reported S17 behind the sewage works was overgrown with stinging nettles. Clerk asked to report to IWC.

**Action: Clerk**

Discussion on footpaths.

Mr Tyrell said with regards to Ningwood Car Park Lease, he had been told in the past this was not a car park. He asked if the PC had put in for planning permission for change of use as car parking had now been established there. He said the matter should have been put to the Parish before the PC disposed of the land.

The Chairman confirmed the PC had not disposed of the land but were going to Lease it to IWC for 7 years. Confirmed there had been much discussion at PC meetings on re-designating the area from a Recycling Centre since the IWC had confirmed it had low usage as this facility.

Mr Tyrell said the PC should have read the 1972 LGA before disposing of the land and before they sign the Lease.

It was confirmed that this matter had been on the Agenda of several PC meetings and the Clerk had sought advice from the SLCC Advisor to ensure proper procedure was followed.

Cllr Broad asked Mr Tyrell what he was trying to achieve and Mr Tyrell replied that the PC acted properly within the Law.

#### **Ward Councillor Report:**

Cllr Hutchinson commented on verge cutting. Island Roads try to ensure, where they can, that these are cut to protect wildlife and flowers and the timing of cuts has changed in order to achieve this. There is a contingency in place should extra cuts be needed.

He spoke of the proposals for a combined Fire and Rescue Service with Hampshire, Portsmouth and Southampton. There is a 12 week consultation period and if it goes through this would need precepting on the Council, as the Police do.

Mentioned the struggle to put together the IWC budget but happy they had managed to bring this on target with 1.9% saving. Discussion on savings that need to be made next year and fact also looking at anything taken out which could be re-instated.

Trying to charge the right rates for beach huts, of which there were 250. Mainland charge rent of £1,200 – 1,800 per year yet IW £300. Need to look at; otherwise auditors would not be happy. West Wight Sports & Community Centre – speaking with Trustees and looking at ways to reduce costs. They have to pay ground rent to IWC at the moment. Would like to explore ways of them taking over the Freehold and also looking at a grant for Well Being and Social Care side of the Centre. He is helping all he can.

He spoke of his recent meeting with the Chinese delegation.

The Chairman thanked Cllr Hutchinson and he left the meeting.

**33/18-19 APOLOGIES FOR ABSENCE:** Cllr A Burt and Cllr G Head for arriving late.

**34/18-19 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:**

Cllr Stables regarding Lavender Cottage planning application, as have boundary with owners.

Cllr Head regarding West Wight Sports & Community Centre, as a Trustee, and National Trust, as an employee.

Cllr Cowley on all matters relating to Lee Farm and a non pecuniary interest in item 37/18-19i) as he has a grandchild at the School, who will receive a leavers present.

**35/18-19 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS:**

Letter of dispensation from Cllr Stables regarding the Lavender Cottage planning application, (should she feel the need to speak) read by Clerk. This was accepted by Cllrs.

**36/18-19 TO CONFIRM AND APPROVE THE MINUTES OF THE MEETING HELD 9<sup>th</sup> May 2018:**

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

**37/18-19 FINANCE:**

- i) **To agree for Shalfleet Parish Council to give Shalfleet C of E Primary School leavers for this year a book (Bible or Dictionary) and to purchase the necessary number.**

The Chairman said he had spoken to the Headteacher and she confirmed that the children do receive a Bible earlier in their time at the school. She was in agreement for the leavers to receive a dictionary. The teacher confirmed an Oxford/Collins English Dictionary from Amazon cost £4.99 and there were 24 leavers - £119.76. The Clerk confirmed the PC had spent £194 on Bibles last year. Cllr Stables proposed the PC give the leavers dictionaries this year – **resolved.** **Action: Clerk**

The Chairman confirmed he would be attending the assembly on 20<sup>th</sup> July 2018 to present these. Cllr Hewston asked if he would be going on his own – Clerk asked to enquire if he could bring someone.

**Action: Clerk**

- ii) **To agree to pay Cllr Helena Hewston her Chairman's allowance of £100 for last year.**

**Resolved** this be paid.

- iii) **To decide whether to give a donation to West Wight Timebank following receipt of accounts (circulated to Cllrs).**

Cllr Stables proposed PC give £50, seconded Cllr Hewston – **resolved.**

**Action: Clerk**

**iii) To decide whether to give a donation to West Wight Medical Centre Patient Participation Group towards their Patient Media fund raising project (letter circulated to Cllrs).**

The Chairman informed the meeting that Linda Barnes was now Chair of this Group and commented on how enthusiastic and proactive she was. Clerk was Vice-Chair. He said he would like to support the group and for the PC to give a donation towards the screen which Cllrs agreed people do watch, rather than reading leaflets. **Resolved** £250 be given. **Action: Clerk**

**v) To agree to pay for necessary confidential shredding in connection with the GDPR (quotations being obtained for meeting).**

The Clerk referred to the document disposal guide, which stated some material could not be thrown away in normal waste, or shredded (although there was a small shredder in the Parish Office) but had to be disposed as confidential waste. She gave details of the company on The Island that charged £5.25 plus VAT for a 15 kg bag. Cllr Head proposed PC agree to this, seconded Cllr Stables – **resolved.** **Action: Clerk**

**vi) To note and approve annual internal audit report (copies circulated to Cllrs):**  
Cllrs noted the annual internal audit report and **resolved** this be approved

**vii) To approve Annual Governance and Accounting Return (copies circulate to Cllrs):**  
Cllr Hewston proposed this be approved, seconded Cllr Head – **resolved.** Chairman and Clerk signed.

**viii) To approve 2017/18 Accounts (circulated to Cllrs):**  
Cllr Hewston proposed these be agreed, seconded Cllr Head – **resolved.**

**ix) To approve list of payments (copies available for Cllrs and tabled at the meeting).**  
Cllr Head proposed the accounts be agreed, seconded Cllr Stables - resolved.

<b>Chq No.</b>	<b>Payable to</b>	<b>For</b>	<b>£</b>
SO	Sally Woods	May Salary	830.00
1934	Mark-One-Maintenance	Open Space work	115.00
1935	Isle of Wight Council	Annual Rent Newbridge Playing field	50.00
1936	Barry Townsend	Internal Audit	135.00
1937	Sally Woods	Remainder May Salary + Mileage	176.61
1938	Helena Hewston	2017-18 Chairman's Allowance	100.00
1939	Playsafety Ltd	2 x ROSPA Play area inspections	168.00
1940	M Warr	Locum Clerk cover £97.50 + Mileage	121.80
1941	Island Copier Co Ltd	Copier Contract	129.68
DD	BT	Phone & Broadband	77.06
<b>TOTAL</b>			<b>£1,903.15</b>

**38/18-19 PLANNING:**

**a. Updates and decisions:**

**IWC Approval given to:**

**P/00320/18 Brambles, Bouldnor:** Proposed extension to existing garden room.

**P/00076/18 Dane Lodge, Main Road, Newbridge:** Proposed new dwelling (re-advertised application).

**P/00365/18 Church View House, Church Lane, Shalfleet:** Proposed garage.

**Certificate of Existing Lawful Use of Development – Lower Dodpits Farm, Warlands Lane, Ningwood.**

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

**P/00517/18 Lavender Cottage, Main Road, Newbridge:** Demolition of conservatory; proposed extension to enlarge living accommodation; demolition of garage; proposed detached building to form overspill accommodation (revised scheme).

Letter of objection from Mr Stables read by Clerk.

Cllrs **resolved** to take on board what the IWC had said as reasons for refusal of the previous application for this site and object to this planning application on the same grounds:

1. The proposed rear extension would be a considerable bulk and massing of built form in close proximity to the boundary. This would result in an overbearing and un-neighbourly addition which would impact on the amenity of Shironel, Main Road, Newbridge, as a result of dominance, over shadowing and reduction in outlook. The proposal is therefore considered to be contrary to Policy DM2.
2. The proposed extension by reason of its location, size and design, would have a detrimental impact on the appearance of Lavender Cottage and would therefore be contrary to policies DM2 and DM11 of the Island Plan Core Strategy and advice contained within the NPPF.
3. The proposed detached garage/store forming overspill accommodation and office by reason of its position at an elevated level and its scale, mass and height would be an intrusive form of development, detrimentally impacting on the character of the area. The proposal is therefore considered to be contrary to Policy DM2.

**P/00570/18 Rookmead, Main Road, Wellow:** Proposed detached timber clad single garage. The Parish Council had no objection to this planning application.

**P/00582/18 Sundown, Thorley Road, Yarmouth:** Proposed replacement porch/utility room. The Parish Council had no objection to this planning application.

**38/18-19 CLERKS REPORT:**

**All outside bodies informed of PC representatives.**

**National Trust meeting** – Val Gwynn contacted Clerk to confirm questions she should raise at the NT meeting on 16<sup>th</sup> May 2018. Agreed she would query:

- i) the Coastal Path (proposed link between Hamstead and Shalfleet Quay has a section which is dog free).
- ii) Canoeing up Shalfleet Creek – residents have had canoeists in their gardens.
- iii) Mill Road Car Park progress.

Val Gwynne sent her apologies; – she did say she would report on things at the July meeting. Her main comments on the NT meeting she attended, as PC representative, were:

- i) No one from the NT at the recent meeting knew about the Mill Road Car Park situation, including the Visitor Experience Manager.
- ii) There will never be another Bear Hunt at Newtown.
- iii) Dr Colin Pope, IW Ecology Officer stated that ‘Newtown had been in the national and local papers for all the wrong reasons.’

**West Wight Sports & Community Centre** – Clerk had emailed them to ask if they are looking for a donation from the PC, if they could send their latest accounts.

**Planning application P/00473/18 Sun Meadow, Main Road, Ningwood** – Cllrs had no objections to this application – Clerk had advised IWC Planning Department.

**Mill Road Car Park** – Shalfleet Manor owner confirmed she had contacted the NT to suggest a meeting. The NT agreed to come back to her with some dates.

**Ningwood Car Park** – Clerk updated the pub landlord on matters and he emailed to inform the PC he was installing a fence between the two car parks, PC had 7 days to remove their information boards and he would tell his staff to park in Station Road to increase the parking space in his car park. Clerk spoke with Chairman and arranged for maintenance man to remove the two information boards and store these temporarily at the Chairman's property, until such time as a new location is agreed.

Cllrs **resolved** Cllr Stables and Clerk meet on site to agree a location and ask the maintenance man to re-install. **Action: SS/Clerk**

Clerk informed Headteacher of the situation and she said as soon as the Lease finalised to let her know and she will encourage all to park in Ningwood Car Park and not on Station Road.

Clerk informed IWC of the situation. Chairman emailed Cllr Hutchinson.

**Tyres at Ningwood Car Park** – Clerk checked Key Agreement with school – they are responsible for removal of abandoned cars whilst this agreement in place, but no mention of tyres, so contacted Chairman to ask if she could arrange removal – he agreed and this had been done.

**Bus Shelter near Hill Place Lane** – as soon as reported this was taped and bollarded off due to it being in state of collapse. Received an email to say job closed, so have chased with Island Roads. Reply stated they are planning to replace with a new wooden shelter but unsure of date for replacement. Clerk suggested dangerous one be removed in the meantime. Removed.

**GDPR (General Data Protection Regulation)** – came into being 25<sup>th</sup> May 2018 – Clerk working hard to ensure PC complies:

**Computer** – website and external hard drive – contacted Wight Computers as the information Clerk received through from the SLCC presentation states:

‘Ensure you have a separate laptop for a Clerk to carry out council Business (not using their own IT equipment). At the moment Clerk uses her own ancient laptop for sorting/sending PC emails. She had asked for a quotation from Wight computers, who PC use, for a laptop and this in the region of £525. Cllrs agreed this go on July Agenda. **Action: Clerk**

‘Ensure you set up separate email addresses for the Council as a whole (Clerk) and also for individual Councillors.’ Clerk made aware that one Cllr uses ‘Thunderbird’ where all emails from different addresses, amalgamate. Cllrs agreed to carry on as is.

**Hard drive** – Clerk looking into how we make this encrypted. Suggestion made of fire proof box.

**Website** – liaising with IW Computer Geek on how we make this compliant.

**Retention of Documents** – working through this schedule and believe there are many that will need disposing of.

**Confidential Waste** – looking into cost of this for disposal of papers that should not be kept now the new regulation in place. Agenda item.

**Cherry Trees and Seat** – still liaising with Island Roads and IWC on this – needs another agreement for the seat. Due to delays this will not happen now until the autumn. Cannot plant trees in summer. Seat agreement yet to be received at time of writing report but on Agenda in case it arrives in time for the meeting.

Island Roads have agreed their volunteers could plant the trees and install seat at Winchester Corner, once agreements in place. Could be a bit of a logistical nightmare as they need 28 days notice and cannot arrange for a seat/trees/cement to be delivered there? How will we get water there to mix cement? Feel need to happen at same time. Agenda item.

**Air Raid Wardens Noticeboard** – Mr Woods quoted £20 (materials and labour) to install a new pin friendly board. Chairman had agreed he go ahead and money come from petty cash. Cllrs agreed cheque payment should be made through accounts payment list.

**Office Intercom** – Clerk chased several times.

**Dredging** – Mr Dunkley came to the Parish Office the day after the May meeting. He wanted Cllrs to be aware that a local resident had spotted dredging occurring off Newtown Bay. He suggests a Cllr ask a fisherman/Yarmouth Harbour Master to keep an eye on things. A licence had been in place before for dredging between Newtown and Gurnard. Caused hole 5m deep which causes a waterfall affect/speeds currents. He says it takes 10 years for ground to recover after dredging i.e. fish and flora.

He is going to Southampton Oceanographic Centre with members of Shanklin TC to ask if students will look into the environmental impact of dredging in Sandown, Shanklin and The Solent and Compton/an environmental study for the whole Island.

Hoteliers at Sandown and Shanklin complain about the lack of sand/cannot build sandcastles. They are supporting Sandown and Shanklin Councils and fishermen.

Looking into Feasibility Study; Chair of Fishing Association said it would not be an impact on fishing. Mr Dunkley is liaising with commercial fishermen. Licence given for 7 years for dredging off Sandown Bay.

**Picket Fence at Barton's Corner** – chased removal of this with Island Roads – also put in as a complaint as have contacted them via various means on numerous occasions and no result as yet. District Steward rang to say Barton Corner property owner had moved the fence back and as there was now 1m of verge Island Roads happy with this. No further action to be taken. He later left message to say fence had not been moved – he will speak to his boss. Clerk agreed to chase again.

**Action: Clerk**

**Malt House Green Seat** – Very pleased to report this has been refurbished and looks great. Have thanked the Housing Association for carrying out request.

**Hamstead Drive Apron** – following request from resident at the end of the May meeting. Clerk put in enquiry to Island Roads. District Steward rang to say they would not be carrying out any work on this as it is an unadopted road. The reasons they did work to Hamstead Road was due to the fact the grass triangle came under their contract and they agreed it was easy to maintain in the future if the work was carried out.

**Audit** – Internal Audit was carried out on 17<sup>th</sup> May 2018. Copies of Internal Audit report and other papers relating to the external audit circulated to Cllrs for approval.

**Alder Tree in Caulbourne River** – resident sent photo and map which Clerk forwarded to Southern Water asking for action to be taken.

**PC Website** – arranged for photographs of Cllrs and Clerk to be added.

**Play Areas** – arranged for these to be checked whilst on leave.

**Village News** – at the moment Bouldnor is not included in the distribution. Clerk had emailed editor and asked if she could put a request in for someone. Cllrs agreed that they would like Village News distributed to residents in the Bouldnor area as it was a good way to communicate. Clerk confirmed she had asked for a copy of the accounts so PC can consider giving a donation towards this.

**VAT**- Clerk informed the PC the Locum Clerk had completed and submitted a claim of £949 whilst covering the Clerk's leave.

#### **40/18-19 COUNCILLORS REPORTS:**

**Cllr Head** – Attended the Community Led Housing event which she said had some good ideas and she had circulated information to Cllrs. Also attended the flag flying ceremony for Armed Forces Day.

**Cllr Stables** – she had read this month's Village News and referred to the PC article which stated the old Recycling Centre being taken off/back on the market when it had never been on the market. Discussion on deadline for getting the news in, immediately after a PC meeting. Cllr Broad confirmed he usually had it written within the hour and sent to the Clerk. At present sent to Clerk and Chairman before sending for publication.

Agreed news needs to be as current as possible and Chairman said he would not be happy for it to be a month plus out of date. He thanked Cllr Broad for writing this for the PC. **Resolved** it be sent to all Cllrs to proof read.

**Cllr Hewston** – full report given to Clerk for file. She had attended the Queen's Garden Party, an IWALC meeting on Community Led Housing, as well as an event on this subject, and judged the hats at the Community Lunch.

**Cllr Broad** – He is aware there are still problems over the fact there is no car park at Mill Lane, Shalfleet.

He had written to the Planning Authority over the new advertising hoarding which had been installed at Winchester Corner, received an acknowledgement and queried whether anything else would happen.

**Cllr Cowley** – went round the Parish regarding grass cutting. Met on site and spoke to District Steward regarding the bus shelter near Hill Place Lane (now removed).

#### **41/18-19 TO NOTE ROSPA ANNUAL SAFETY REPORTS ON THE PLAY AREAS AT NEWBRIDGE AND BOULDNOR AND AGREE TO ASK MAINTENANCE MAN TO UNDERTAKE WORK TO 4 X LOW AND MEDIUM RISK ITEMS REPORTED: 2 X PICNIC SEATS BE RE-RUSTED AND PAINTED, BACK FENCE REMOVED AT NEWBRIDGE SITE (HEDGE ESTABLISHED) AND SPRINGIE AT BOULDNOR SITE BE RE-FIXED:**

The Chairman reported the self-closing gate at Bouldnor also needed attention and the Clerk said one at Newbridge did also. Cllrs **resolved** maintenance man be asked to undertake works required from play area safety reports and the gates. **Action: Clerk**

#### **42/18-19 TO AGREE AND SIGN FINAL TREE AND SEAT AGREEMENT BETWEEN SHALFLEET PARISH COUNCIL AND ISLANDS ROADS AND ISLE OF WIGHT COUNCIL FOR WINCHESTER CORNER:**

The Clerk had circulated copies of this to Cllrs.

**Resolved** PC agreed and Chairman sign both copies and agreement be returned. Chairman signed copies. **Action: Clerk**

#### **43/18-19 TO AGREE AND SIGN NINGWOOD CAR PARK LEASE BETWEEN SHALFLEET PARISH COUNCIL AND ISLE OF WIGHT COUNCIL:**

Copies circulated to Cllrs.

Cllr Head proposed PC agree and sign this Lease, seconded Cllr Broad – **resolved**.

An independent witness required, agreed Clerk ask Mr Whitney, neighbour, to witness Clerk signing and Clerk take to solicitors. Also agreed invoice for £100 annual rent be attached. **Action: Clerk**

**44/18-19 TO AGREE PLANS FOR ISLE OF WIGHT DAY 2018:**

Cllr Head had been in touch with the Wildlife Trust and mentioned a beach clean at Bouldnor. They said access to the beach was not good and there were 2 staff down, though they would be happy to support and help at a PC event.

Agreed plans did need agreeing tonight in order to obtain necessary permissions/advertise etc. Cllr Hewston and Stables were happy to organise an event on the Green opposite the Newbridge Community Centre and hold a small dog show. Could suggest to Wildlife Trust there have a stand at this event.

**Resolved** event be held on Saturday 22<sup>nd</sup> September 2018 from 2 – 4 pm, the Wildlife Trust be the charity to benefit from any monies made, free admission, with fee to be paid to enter the dog show. Cllr Stables agreed to put together a schedule and Clerk to ask Southern Housing and the Community Centre for permission to use their land and premises – explaining it is a charitable event and should therefore be offered rent free. Clerk to also inform insurance company. Item for July agenda.

**Action: SS/HH/Clerk**

**45/18-19 GENERAL DATA PROTECTION REGULATIONS (GDPR) – TO AGREE NEW DATA PROTECTION POLICIES – COPIES TO BE CIRCULATED TO CLLRS:**

Cllrs **resolved** all new policies be agreed, accepted and used by the PC. Clerk will arrange for these to go on the PC website.

**Action: Clerk**

**46/18-19 TO NOTE TABLED INFORMATION AND CATALOGUES FOR PLAY EQUIPMENT AND DECIDE WHETHER TO LOOK INTO PURCHASING ANY NEW EQUIPMENT:**

Agreed this go in Correspondence file for information and future discussion.

**47/18-19 CORRESPONDENCE** – details of correspondence received tabled.

File to be circulated round Cllrs.

**Next meeting will be held on Wednesday, 11th July 2018 at Shalfleet Hall at 10 am.**

The meeting closed at 9.12 pm

Signed.....