

SHALFLEET PARISH COUNCIL

MINUTES OF A MEETING OF SHALFLEET PARISH COUNCIL HELD AT SHALFLEET HALL ON WEDNESDAY, 11TH JULY 2018 AT 10 AM

Present: Cllrs S Cowley (Chair), S Stables, I Broad, H Hewston

Clerk: Mrs S Woods

1 members of the public

The Chairman welcomed everyone to the meeting.

48/18-19 WARD COUNCILLORS REPORT:

Apologies sent, at Yarmouth Harbour Committee meeting. No issues on IWC policies. Mentioned in his email that Dave Meaning had written to re-iterate his offer of parking space for the school. Stuart had a concern that school parking frequently now extends as far south as the blind bend on Station Road. Feels only solution would be a TRO preventing parking, at least on that stretch. After discussion, with Cllrs agreeing they had done all they could on this matter, Cllrs **resolved** Clerk ask Cllr Hutchinson to request a TPO for restricted parking on the bend in Station Road. **Action: Clerk**

Barton Corner – Cllr Stables said she had visited the site and measured the size of the verge which is supposed to be 1m wide and found it was not. Cllrs agreed that as Island Roads had stated they would not be taking any further action on the removal of the picket fence, (which interferes with the sight line when turning into Elm Lane,) to ask Cllr Hutchinson to take this up on behalf of the PC as they want to do all they can to avoid an accident at this spot. **Action: Clerk**

49/18-19 UP TO 30 MINUTES QUESTION TIME:

Mr Dunkley spoke on dredging again – he asked for an amendment to be made to the June Minutes – to remove ‘Happened a couple of years ago’ from page 6 – **resolved**. He confirmed he had attended an Environmental conference, had been in contact with the Licensing Officer and informed the PC of his discussions with her.

50/18-19 APOLOGIES FOR ABSENCE: Cllr G Head, Cllr A Burt, Cllr S Hutchinson

51/18-19 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:

Cllrs Cowley and Broad gave non-pecuniary declarations of interest in item 5418-19ii as both have a grandchild at the School.

52/18-19 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS: None received.

53/18-19 TO CONFIRM AND APPROVE THE MINUTES OF THE MEETING HELD 13th JUNE 2018:

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

54/18-19 FINANCE:

- i) **To decide whether to give a donation to West Wight Sports and Community Centre (request letter and accounts circulated to Cllrs).**

The Clerk informed the Cllrs about s137 payments and it was noted that the PC could give £7.86 per head of population in the current financial year. With there being 1,353 on the electoral register (plus children under 18), this meant at least £10,634 could be given as s137 payments this year.

It was noted the PC gave £2,500 last year. Cllr Stables proposed the PC give £2,500 this year, seconded Cllr Hewston – **resolved**. **Action: Clerk**

It was noted that Cllr Hutchinson was trying to help the Centre financially, on behalf of IWC.

ii) To decide whether to give a donation towards Shalfleet C of E Primary School proposed new play equipment (request letter and accounts circulated to Cllrs).

The Chairman said he had attended the recent School Fayre which had raised £1,800. Discussion on educational value of play equipment and Cllr Stables suggested the PC sponsor a specific piece of equipment. Cllr Hewston agreed in principle to support.

Cllr Stables proposed PC give £2,500 (the same as just given WW Sports & Community Centre), no seconder.

Cllr Cowley proposed £5,000 (and ask for a plaque to be put up saying PC supported), seconded Cllr Broad.

Cllr Hewston proposed PC agree to support in principle and when have further information, decide on figure, no seconder.

Cllr Stables proposed £3,500 with £1,500 top up if needed later, no seconder.

Cllr Cowley said he had spoken to Cllrs Head and Burt on this matter before the meeting to seek their views and they had said they would support his £5,000 proposal, although it was noted they were not present at the meeting.

Chairman asked for vote to be taken on his proposal to give £5,000 – 2 For, 2 against, he used his Chairman's casting vote and proposal carried. **Action: Clerk**

iii) To agree to pay for necessary website changes in order to comply with the General Data Protection Regulations – one off fee of £35, then £65 annually to ensure website secure:

Cllrs **resolved** this expenditure be agreed.

Action: Clerk

iv) To agree to purchase a laptop for home use by Clerk (as per the GDPR); £360 plus set up costs (£49.50 per hour) and £10 antivirus protection (PC reduction).

Resolved Clerk order this laptop for home use. Noted it could be used as a back up computer/for presentations at meetings. **Action: Clerk**

v) To agree to purchase a combination padlock and chain for the gate at Newbridge playing field, cost in the region of £50.

Cllrs noted IWC have agreed to this, as it is their field and gate. Cllr Stables offered to obtain this from Hurst. **Resolved** up to £50. **Action: SS**

Clerk will let IWC have combination, also grass cutting contractor, once in place. **Action: Clerk**

vi) To agree to pay Mr R Woods £20 for supply and installation of noticeboard at Wellow Air Raid Wardens shelter.

Resolved.

vii) To agree to pay for supply and fit of new intercom system for Parish Office £350.

Resolved.

viii) To agree to pay £24 a month for extra copies of Village News for distribution around Bouldnor.

Cllr Broad believed there were a number of gaps in delivery. Discussion held.

Resolved PC pay £24 for a month's trial for extra copies for the Bouldnor area and Clerk talk to Zoe to mention there could be other gaps and suggest putting up notices asking if people do not receive a copy of Village News to let Zoe know. Review to be held at September meeting. **Action: Clerk**

- ix) **To agree budget for Isle of Wight Day event, including refurbishment of tubs on West Way Green, (do Cllrs agree for some artificial flowers to be put in?).**

Resolved this item be dealt with after the update, later in the meeting.

- x) **To Agree increase in Clerk's pay as per SLCC 2018 -19 National Salary Award (to be backdated from when it should have been applied – April 2018) – see later agenda item.**

Resolved. Cllrs discussed under item 64/18-19 – details noted.

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

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

Chq No.	Payable to	For	£
SO	Sally Woods	June Salary	830.00
DD	BT	Phone & Broadband	62.11
1942	Sally Woods	Dictionaries for Shalfleet School	119.76
1943	Sally Woods	Remainder June Salary	124.59
1944	SLCC	Clerk magazine subscription Cllr Stables	32.00
1945	Iggy Electrical	Supply and install video door entry system	350.00
1946	Brookside Health Centre	Donation towards Patient Media system	250.00
1947	West Wight Timebank	Donation	50.00
1948	Roy E Woods	Wellow noticeboard refurbishment	20.00
1949	Wight Computers Ltd	Microsoft Office 365 Sub + Encryption	72.90
1950	Newbridge Com Assoc	Room Hire	60.00
TOTAL			£1,971.36

55/18-19 PLANNING:

Updates and decisions:

P/00247/18 Brambles, Bouldnor: Demolition of existing metal garage/store; replacement garage/store to be constructed.

P/00473/18 Sun Meadow, Station Road, Ningwood: New agricultural barn to replace existing stables; new polytunnel.

P/00570/18 Rookmead, Main Road, Wellow: Proposed detached timber clad single garage.

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

P/00687/18 Hamstead Grange, Hamstead Drive, Hamstead: Alterations to vehicular access to include replacement gate posts.

The Parish Council had no objections to this application.

As two planning applications were on the Press List for this coming Friday it was agreed to call a Planning Meeting for Wednesday, 1st August 2018 at Newbridge Community Centre. Time to be 7.30 pm as one off to help those that work. **Action: Clerk**

56/18-19 CLERKS REPORT:

Wellow Dog Bin – after being thanked at the last meeting for installing this, complaint received that gap between the bin and the gate too small for horse riders. Liaising with IW, Island Roads and horse riding Cllrs, to find a solution. Received email confirming Island Roads are moving this bin to accommodate horse riders.

Brighstone Landscaping – Chairman and Clerk met with owner and supervisor and went through the contract, amount of cuts and complaints. Discussed problem contractors had had with weather i.e. very wet, then warm and dry. They agreed to send Clerk a monthly list of works they undertake, rather than wait for invoice. They recommend more frequently cuts for some areas i.e. fortnightly

through growing season. Chairman confirmed the PC would be reviewing the contract in the Autumn ready to go out to tender (current contract runs until March 2019). Suggestions made that Bouldnor Field cut in March then after 15th July to encourage wildlife and that PC add collection after cut at end of April, beginning of May. Cllrs agreed all areas need review and verges may need to be included in contract.

Ningwood Car Park:

Lease – all signed and witnessed and taken to Solicitor. Completed 19th June 2018. Purchase Order received regarding £100 rent payable. Solicitor also received one.

Clerk looked again into points raised by Mr Tyrell at previous meeting and sent him copies of relevant pages from Charles Arnold-Baker which confirmed Parish Council meetings come under the umbrella of ‘Parish’ meetings and land can be ‘disposed’ of by short tenancy of up to 7 years.

Information Boards – Met with Cllr Stables on site and agreed new location for two information boards. Contacted maintenance man who will re-locate this week, also asked to remove the notice of disposal and tidy the other boards.

Shalfleet School Leavers Dictionaries – ordered 24, as agreed at June meeting. These have been delivered to the School. Paid on Clerk’s credit card – see accounts. Clerk confirmed Chairman would present these on 20th July 2018 and asked if he could bring someone with him, which they agreed. Cllr Hewston to attend with Chairman. **Action: SS/HH**

Bridge Rails - on A3054, just off Hill Place Lane when turning towards Yarmouth. Submitted a report and informed they have works programmed to repair and paint (should be done within 28 days). Works completed.

Hamstead Road – report from resident of an abandoned vehicle that had been reported to Island Roads and IWC up to 2 months ago and still there. Clerk had it confirmed by Island Roads that as Hamstead Road is an unadopted ancient highway it is not part of the Project Network – therefore they would take no action. Clerk contacted IWC who confirmed due to it being on this type of road it would be down to the land owner to take action. Reported this back and suggested they contact a scrap yard. Clerk pleased to report vehicle now moved.

Hamstead Road sign – reported to Island Roads, as this needs re-fixing. Email confirmed works programmed.

Hedge between ‘Pippins’ and bus shelter – contacted Southern Housing to request trim. They sent plan for Clerk to show hedge on, to scan and return, which Clerk duly did. Hedge trimmed.

Winchester Corner:

Seat Agreement – signed agreement sent back to Island Roads. Now await confirmation that IWC agree to trees and seats being installed.

Picket Fence: Again contacted Island Roads who said they would send the District Steward out to photograph. Email back stated, inspected, works not required.

Village News – advertised on noticeboards for a volunteer to deliver to Bouldnor. Very pleased to say one has come forward – agenda item.

GDPR – Laptop – asked Wight Computer for quote for a cheaper laptop - agenda item. Cllr Hewston's report drew attention for the need for separate computer for home use.

Mill Lane, Newbridge – Island Roads contacted Clerk to inform that they will be replacing the bridge. Planned works to remove the old bridge, install new steel and rails etc will start 23rd July 2018 and last about 6 – 8 weeks.

Door Intercom – now installed to include a camera so Clerk can see who is at the door before letting them in.

Network Integrity and Safety Assessment Register – have chased for an update as no response received to Clerk's email sent in March 2018.

West Wight Council Meeting – Shalfleet PC were hosting this on 19th July 2018. Clerk had requested Agenda items and will be sending out Agendas. Had to re-schedule to 9th August, due to fact Freshwater PC Chairman unable to make original date.

Vectis Housing – set up meeting with Chief Exec to discuss local housing need. Date set for Tuesday, 24th July 11 am at the Parish Office.

Alder tree in Caulbourne River – chased and waiting for update.

Play Areas – arranged for works to be undertaken by maintenance man.

57/18-19 COUNCILLORS REPORTS:

Cllr Stables – Attended a meeting on public speaking.

Cllr Hewston – full reports given to Clerk for file on ESID - IWALC meeting, Island Planning Strategy meeting and Agents Forum on Housing, as well as CPRE. She asked Cllrs to note that Tony Tutton from the NT, was on leave until next January. She had also attended a meeting yesterday with Southern Housing Health and Safety Officer in connection with the Risk Assessment for IW Day.

Cllr Head – Clerk read the report she had sent through (on file) giving details of meetings and events she had attended in the last month. Queried if PC may need to take on verge maintenance in the future – Cllr had agreed to bear this in mind when reviewing open space maintenance contracts. Also emailed Wildlife Trust to ask confirmation of whether they can attend the PC IW Day event.

Cllr Broad – Attended the meeting of Shalfleet Hall committee, which he found very interesting. Confirmed there were still ripples regarding the lack of car parking at Mill Road, Shalfleet. Members are monitoring. Aware PC cannot do anything. He said he was happy to write for Village News but said if anyone else wants to go, they can. Cllr Stables said she had loved the last piece he had written.

Cllr Cowley – Attended Environment Day, at which Cllr Hewston was also present. Stayed until lunch time but queried what the aim of the day had been. Cllr Hewston said it was anything to do with saving power. Mention of electric power points.

58/18-19 UPDATE ON PLANS FOR ISLE OF WIGHT DAY 2018:

The Clerk went through the arrangements made to date. Help with the risk assessment kindly been given by Southern Housing. Still lots to organise, including insurance for the dog show. Clerk asked

to look into. Cllrs Hewston and Stables putting notes through doors of residents around Blacksmiths Green so they are aware of the event and once details confirmed an invite will be given. Another meeting will be held to progress things in two weeks time.

54/18-19 ix Discussion held on budget required and **resolved** maximum of £300 be allocated for the event.

Cllr Hewston spoke of the three tubs on Blacksmiths Green – 1 fixed into the ground, two off the ground. They had succulents in them at the moment. She would like to get rid of the tubs. It was agreed there was a need to find out who put them in before this was decided. **Resolved** Cllr Hewston in the interim could spend up to £50 on artificial flowers for the tubs. **Action: HH**

59/18-19 CORRESPONDENCE – details of correspondence received tabled.
File to be circulated round Cllrs.

60/18-19 TO AGREE FOR OPEN SPACE CLEANING OF SIGNS AND CHECKING/PAINTING OF SEATS WHERE REQUIRED:

Resolved this be undertaken by maintenance man, where required, Clerk to arrange. **Action: Clerk**

61/18-19 TO REVIEW MEETING DATES AND TIMES FOR 2019:

After discussion and Cllrs taking into account some Cllrs work during the day it was agreed Clerk arrange:

1. 2018 November meeting to be held in the evening.
2. All meetings from now on to be held with a 7.15 pm start.
3. Meetings still to be held at different venues to enable people to walk to some.

62/18-19 TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS:

Resolved agreed both these **with** additions and amendments:

Meeting target time 2 hours.

Site meetings – at least 2 to attend (one being the Clerk, wherever possible).

Information on dispensations was given to Cllrs.

63/18-19 TO NOTE AND COMMENT ON THE PROPOSED MARINE CONSERVATION ZONE BETWEEN YARMOUTH AND GURNARD:

After discussion and debate, resolution passed to support the proposed Marine Conservation Zone. Clerk to comment via website link. **Action: Clerk**

64/18-19 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960, DURING THE CONSIDERATION OF THE FOLLOWING ITEM OF BUSINESS BECAUSE OF ITS CONFIDENTIAL NATURE – CLERK PAY INCREASE:

The Clerk had given details of the recommended pay increase – Cllrs **resolved** these be agreed.

The Chairman confirmed he would be carrying out the Clerk's appraisal next January.

Cllr Broad asked if the Clerk needed any help. She replied not at the moment and confirmed she would let Cllrs know if and when she did.

Resolved monthly Standing Order to be increased to take into account pay increase. **Action: Clerk**

Next meeting will be held on Wednesday, 12th September 2018 at Shalfleet School at 7.15 pm.

The meeting closed at 9.12 pm

Signed.....