

SHALFLEET PARISH COUNCIL

MINUTES OF A MEETING OF SHALFLEET PARISH COUNCIL HELD AT SHALFLEET C E PRIMARY SCHOOL ON WEDNESDAY, 12TH SEPTEMBER 2018 AT 7.15 PM

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

The Chairman welcomed everyone to the meeting.

69/18-19 WARD COUNCILLORS REPORT:

Cllr Hutchinson said there was nothing specific relating to local to report on. He confirmed IWC had started on next year's budget and they need to make savings of 5½ million pounds. He explained Looked After Children had been asked to make a big saving but had just taken on a child who would cost £360,000 a year. He felt 10% could be taken off the Island Roads contract without significant problems.

Mentioned Boundary Commission and proposed adjustments to Wards and Parishes. PC to discuss and comment on this at their October meeting, in time for the November deadline for comments. Discussion with ferry companies held to try and provide a lower cost service for the poorest on The Island and details given.

Discussion on size of Wards and difficulties encountered.

Clerk asked if any action had been taken following her email on behalf of the PC regarding:

Station Road: acknowledged this was terrible at the moment due to building works still being carried out. He had asked Island Roads to do an assessment but explained the number of outstanding issues and cost implication. The Clerk reiterated the fact the PC had agreed to pay for an assessment if necessary. Cllr Hutchinson said PCs were to be asked what their top 5 issues were.

Picket Fence at Barton Corner – Cllr Hutchinson said he did raise this about a month ago; there were no defined plans of the verge and its size and said 'the sight line when turning into Elm Lane was OK'. No further action to be taken.

70/18-19 UP TO 30 MINUTES QUESTION TIME:

Mr Dunkley said he was raising an issue on behalf of Cranmore Neighbourhood Watch. The planning application for Pond View in Hamstead Road had been approved. It was noted that Hamstead Road was an unadopted ancient highway. He queried the Deeds to the property and whether the new owners would have to contribute towards the upkeep on the highway.

Cllr Hutchinson said usually only get a Right of Access but if a private road, it was down to the people either side of the road to do necessary maintenance. If the road becomes in a bad state to cause damage to public service vehicles i.e. refuse/police, they can say they are not going to travel down it. Cllrs felt it was up to the frontagers to maintain the road.

Member of public asked about the school parking issue and the lack of it, with the school continuing to grow. The PC said they do understand the problem and Cllr Stables said the problem was not with the PC and suggested the parents get together with the school and meet to discuss. Agreed there was a need for parents to lobby the school about the problem. The Clerk confirmed she had tried to sort out a solution with the school and a Station road resident who had made an offer of land for parking to no avail.

71/18-19 APOLOGIES FOR ABSENCE: None - all present.

72/18-19 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:

Cllr Broad declared a personal interest in the planning application (item 76/18-19b) as he is the next door neighbour.

73/18-19 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS: None received.

74/18-19 TO CONFIRM AND APPROVE THE MINUTES OF THE:

i) Parish Council meeting held 11th July 2018:

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

ii) Planning Meeting held 29th August 2018:

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

75/18-19 FINANCE:

i) To Agree to continue to pay £24 a month for extra copies of Village News for distribution around Bouldnor:

Volunteer (and her dog) had delivered 163 copies in July, in lieu of an advert for Cats Protection. They also now have a delivery person for St Michael's Close, Shalfleet.

The Clerk explained that if the PC gave a donation towards Village News they would need to see the accounts (as per PC Financial Regulations) so it was easier to do this on a business footing and be invoiced. Cllr Burt proposed the PC agree to continue to pay £24 a month towards Village News, seconded Cllr Stables – **resolved**. **Action: Clerk**

ii) To Agree in principle to give a budget towards the costs of the West Wight Council group:

It was agreed this item be dealt with when agenda item 83/18/19, Terms of Reference discussed.

Budget figures – the Clerk had circulated the latest cash book figures, including quarterly figures. She explained the IT/Website budget was overspent due to the unforeseen expenditure of a laptop – Cllrs agreed this come out of contingency and the £5,000 for the school play equipment from reserves. Cllr Hewston proposed that in future when PC agree expenditure they decide which budget to take it from – agreed.

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

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

Chq No.	Payable to	For	£
SO	Sally Woods	July Salary	830.00
DD	BT	Phone & Broadband	68.15
1951	Ningwood & S PTFA	Donation towards play equipment	5000.00
1952	Sally Woods	Remainder July salary inc pay rise	354.78
DD	HMRC	3 mths tax and NI	281.59
1953	Brighstone Landscaping	Open Space Contract	1418.40
1954	WW Sports & Com Centre	Donation	2500.00
1955	IW Computer Geek	Website – hosting 3yr/domain name	346.97
1956	Shalfleet Village Hall	March & July 2018 Hall Rent	60.00
1957	Newbridge Com Assoc	Room rent & Lease	2577.00
1958	Black Rock Insurance	IW Day Dog Show insurance	60.00
1959	Cash	Petty Cash	100.00
1960	Wight Business Services	Clipboards	9.58
1961	Brighstone Landscaping	Bouldnor Viewpoint Clearance work	144.00
		TOTAL	£13,750.47

Cheques and payments for September 2018

SO	Sally Woods	August Salary	900.00
1962	Reformed Plastics	Winchester Corner Seat	499.20
1963	Wight Computer	Cancelled – error on cheque	
1964	Sally Woods	Reimburse for trees paid on credit card	237.10
1965	Sally woods	Remainder August Salary + Mileage	153.60
1966	Wight Computers	Laptop, M/soft Business, setup	684.90
1967	Ringway Island Roads	Wellow Litter Bin empty April – Oct 2018	189.72
1968	Valerie Taylor	Locum Clerk cover + mileage	170.43
DD	BT	Phone & Broadband	71.95
1969	WBS	Stationery	36.64
1970	Mark-One-Maintenance	Open Space/seat/play area maintenance	435.00
		TOTAL	£3,378.54

iv) Lloyds Bank:

a) To Agree for RFO/Clerk to have permission to look at the balance on-line in Order to keep a better check on finances:

Clerk confirmed this would to view only, not to make payments. Cllr Stables asked if it would also be possible to make print outs and proposed PC agree to viewing and printing out account statements if possible, seconded Cllr Burt – **resolved**. Clerk to arrange. **Action: Clerk**

b) To Agree for RFO/Clerk to arrange for the PC to have a Debit card and Cash point card for when suppliers will not allow payment by cheque/obtaining petty cash:

At present the Clerk has to use her own personal credit card and raise a cheque to reimburse herself. Also Lloyd Bank is due to close soon and although cheques and cash can be put in the Bank via the Post Office within the Co-op at Freshwater, it will not cash cheques, so difficult for Clerk to obtain cash for petty cash (does not happen often). Cllr Burt proposed PC resolve to agree to the PC having a Debit card and Cash point card, Cllr Hewston seconded – **resolved**. **Action: Clerk**

76/18-19 PLANNING:

a. Updates and decisions: None.

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

P/00661/18 – Danebury, 2 St Michaels Close, Shalfleet: Proposed single storey rear extension within area of existing courtyard. The Parish Council had no objections.

77/18-19 CLERKS REPORT:

A busy few weeks with much going on:

Station Road and Barton Corner – Email sent to Cllr Hutchinson asking him to take these matters up on behalf of the PC.

Bouldnor Viewpoint – Phone call from resident complaining about rats around the litter bins and overgrown vegetation. Bouldnor Viewpoint is one of those areas that falls through the net in terms of IWC and Island Roads who will not take responsibility for the vegetation.

Contacted Green Gym who cannot help this summer but pencilled in for next February 2019 (also emailed Bob Edney from IWC whose chain saw they use as they are not licenced to use these).

At request of Chairman contacted Brighstone Landscaping to ask for price to cut and clear vegetation and also contacted Island Roads regarding the rat problem. He agreed PC could not start taking on pest control.

Email from Island Roads confirmed they had passed rat problem on to third party.

Vegetation – Bob Edney confirmed permissive path had been cut and he would liaise with Green Gym next year.

Chairman agreed quote from Brighstone Landscaping to cut back vegetation £120 (plus VAT – see accounts) –work undertaken 23rd July 2018. No further work to be undertaken to cut back due to the slope, as agreed by Chairman.

Shalfleet School Leavers Assembly – Clerk did press report for IW County Press and website. Arranged for Chairman and Cllr Hewston to present dictionaries and £5,000 ‘large’ cheque for play equipment to children and PTFA. Photo also on the PC website and sent to the Headteacher, shown at meeting.

November meeting – time and venue changed to 7.15 pm 14th November at Newbridge Community Centre.

2019 Meetings – Clerk informed if PC want to hold any meetings at Shalfleet Hall the day of the meeting would have to change – available Mondays and Thursdays after 7.15 pm. As the Cllrs that replied to her email on this had said they did not mind where the meetings held, as long as not at Wellow in the Winter, Clerk is arranging for the meetings to be held between Newbridge, Wellow and Shalfleet School – to be confirmed.

Information boards – PC asked to removed these from the Horse and Groom car park - they have now been re-located at Ningwood Car Park, so they do not interfere with parking.

Winchester Corner – Seat and Tree agreements received back duly signed.

Seat – ordered and arranged for this to be delivered to the Island Roads Depot for them to put in a concrete base and secure.

Cherry Trees – these have now been ordered from Ashridge Nursery ready for delivery and planting by the maintenance man in November.

Newbridge Cherry Trees – these too have been ordered ready for delivery and planting by the maintenance man in November. Thanks to John Whitney for kindly agreeing to have all the trees delivered to his front garden.

Hamstead Road – sign has been fixed back into the ground.

Lavender Cottage – complaint received from owners on how the PC dealt with their planning application. Chairman and Clerk discussed and replied, as per PC Complaints Procedure. Reply sent, response received, reply to that also sent. Applicants wished it to be recorded that their experience in this matter has been most unpleasant. Clerk confirmed they now have planning permission.

Housing – Cllrs had a good meeting with Chief Executive of Vectis Housing to discuss how they are meeting local need. Another meeting set up with Sovereign Housing for September and with Christopher Scott in August to discuss Bouldnor Mead.

The meeting with the Project Manager, Sovereign, regarding the Fleetway development, had been useful and the 4 Cllrs and Clerk who attended were given an update on the site which they can pass on to residents when asked. Notes of meetings circulated to Cllrs. Cllr Cowley had given his apologies as could not attend at last minute.

One resident stressed that reserved matters should have been agreed before building work commenced but PC had been told some work had to start in order to obtain the grant.

Sovereign asked PC to give suggestion for name of site – some given; Thistle, Stags, Lee, Parsonage, Rashleys, Woodslade, Atkies, Westbrooke all followed by close/road etc.

Burt was suggested – noted Bill Burt had been a past Chairman of the PC and his father lived at Warlands Farm. Rowlandson was also suggested – he had been a local artist who had landed at Shalfleet Quay. After discussion Cllrs **resolved** suggestion be put forward that the new road be

called Burts Close and the site Rowlandson. Clerk not sure if a site name required, but would put both names to Sovereign. Noted it was then down to the Local Authority to decide. **Action: Clerk**

Bouldnor Mead – At meeting with Mr Scott, he gave PC an updated plan of the revised landscaping works and attenuation tanks. Discussion held on affordable housing in general and he said a request for an easement for the electricity supply for the site was being put in – agenda item.

IWC Updated Housing Needs Assessment published – Clerk had done print out for information/circulation.

Lloyds Bank – completed amendment to Standing Order for Clerk salary, as agreed at July meeting. Correspondence received which informs PC that the Freshwater Branch will be closing 14th January 2019 – see financial reports.

Newbridge Community Centre – pleased to report that this was vacuumed and cleaned in July. Invoice for annual rent received and paid – see accounts.

Laptop – ordered – arranged delivery and setup in August for home use.

Wellow:

Website – email to inform PC that community website had been set up for Wellow - www.wellow-iow.com sent to Cllrs for feedback and copy in Correspondence file. Clerk has acknowledged.

Seat – maintenance man reported rotten wooden sections in seat opposite bus shelter – reported through to Island Roads, as on the PFI contract – email received stating works programmed, now completed.

Sign – Reported to Island Roads – works programmed for a new village sign.

National Trust – Spoken to Val Gwynn, who said to tell PC she is still ‘on the case’. She is attending a NT meeting in September, so will report back to PC at the October PC meeting.

Southern Water – Tree in Caulbourne river – Clerk has continued to chase this with Southern Water – put in a complaint about no action and liaised with Val Gwynn, who agreed to contact the Environment Agency.

Clerk subsequently liaised with EA and SW.

Reply from EA – they have been in contact with Southern Water, who have inspected the tree, reviewing its potential flood risk to the area. They are confident the tree does not pose a flood risk but have offered to re-inspect the tree later in the year to see if circumstances have changed.

Following discussions with Southern Water, EA are reassured that they are acting responsibility regarding the fallen tree and will act accordingly should the situation change. Given contact details for Southern Water should anything of concern regarding the tree be noticed and also the EA phone number.

Clerk also received photograph from concerned resident, who has been in communication with Southern Water and this was shown at the meeting.

Cllr Stables agreed to speak with Mr Cramp whose land she believes the tree in question is on and see if it can be removed. **Action: SS**

Southern Water manager did inform Clerk that the reed bed is in the process of being refurbished and is much drier around the area than was previously. It is being re-lined, so should be better.

Maintenance – pleased to report that during the dry weather picnic benches and seats have been painted where necessary. Stream signs and others have been washed, as well as those seats not requiring painting. Seats have been checked – rotten Island Roads one at Wellow reported in. Gates

to play areas painted, checked and repaired where necessary. One gate at Newbridge requiring metal work to ensure proper closure – arranged.

Newbridge Playing field gate – Thanks to Cllr Stables for arranging for a combination padlock to go on this. Clerk has notified IWC and the grass cutting contractor of the combination number.

West Wight Councils – hosted a meeting in August with the Chairman. Also meet with Val Taylor and Chairman to draft Terms of Reference for the group – Agenda item.

Illegal Fishing – Clerk informed by resident of family fishing for wild brown trout at the bridge over the Caul Bourne and asked for PC to consider erecting some ‘no fishing’ signage? Clerk contacted Environment Agency who advised resident contact them when he sees this and Clerk gave him their Incident Phone number where reports are logged. Informed him PC could not erect signage on other people’s land.

Best Kept Village Awards Evening– Clerk pleased to report she has had a personal invitation from the Chairman and will be attending – see correspondence.

Withyfields – Clerk spoken with Housing Association and discussed objections and concerns the PC had and which had been submitted on to the IWC Planning website. Windows to be in rosewood colour outside and white inside – matter now between planners and Housing Association.

Ningwood Car Park – member of public apparently got locked in over Bank Holiday. IWC have confirmed there is temporary signage stating it is not a public car park and permanent signage is on order.

It was noted that the New Inn, Shalfleet was at present closed.

78/18-19 COUNCILLORS REPORTS:

Cllr Burt – continuing to receive calls regarding the school parking.

Cllr Stables – Said she had enjoyed attending the IWC Town and Parish Council meeting and also attended the Sovereign meeting which had been very useful.

Cllr Hewston – full report read and given to Clerk for file. She confirmed CPRE are involved in IW Fun Day with people collecting litter on 50 beaches on The Island – suggestion made of litter pick at Bouldnor. She had also attended an IWC meeting Monday evening with Cllrs Stables and Head. Combined Fire Service discussed – papers circulated. Also there was a review of Community Service being undertaken – looking at a holistic approach with services being fed into each other – a unified service.

The Clerk asked if there had been an IWALC meeting and who was Chairman – Cllr Hewston replied meeting being held on 20th September 2018 and she was at present acting Chair.

Noted Bill Murphy was leaving the IWC. Also that the Regeneration meeting had been held on the same night as the IWC meeting, making it impossible to attend all of both meetings, though she had attended some of the Regeneration meeting. Felt liaison over dates and day should be made.

Totland PC were taking Southern Water leaks in Cliff Road to IWALC. Mention of numerous roads which had been dug up due to water leaks just after they had been re-surfaced.

Invite from Presiding Judges of the Western Circuit with the High Sheriff of the IW received to the start of Legal year – Cllr Stables agreed to attend with her.

Cllr Head – Attended part of the Regeneration meeting. Also attended the Sovereign meeting. Helped at Shalfleet Fete on toy and plant stall and with the dog show. 633 Adults had attended and 100 children with £4,153 takings. Half of the profits will go to the Village Hall and half to the Church. NB: Also attended Wellow Residents meeting.

Cllr Broad – Attended Parish Hall Committee meeting – there had been general discussion over money required for works to the Church and the Fabric Trust. The Clerk said the PC could not look at giving a donation unless had written request. Cllr Stables agreed to see someone regarding this.

Action: SS

Cllr Cowley – Had attended Shalfleet Village Fete. Mr Graham Bliss was looking at alternative routes for the Cycleway – only a couple of bits missing. Coastal Footpath – LAF were looking at this. It was a one off national project and landowners were involved.

79/18-19 UPDATE ON PLANS FOR ISLE OF WIGHT DAY 2018:

Clerk had sent an update of her notes for this event to Cllrs.

Cllr Hewston said need people for first aid and cake stall. Rosettes on order.

So helpers can be identified, she had arranged for some of the bunting to be made into badges.

If anyone had apples they could give, would be gratefully received.

Cllr Stables said she had managed to arrange some Trophy petfood samples.

Next meeting to finalise everything is 19th September 2018 at 10 am (apologies from Cllr Head).

80/18-19 TO AGREE TO LOOK INTO REPLACEMENT TROUGHS/PLANTS/TYPE FOR BLACKSMITHS GREEN AND TO TAKE ON FUTURE MAINTENANCE OF SAME:

Clerk had written to Southern Housing who confirmed they did not think they owned these and would have suggested they were old rural borough ones. Therefore happy for PC to do as please with them and replacement with more appropriate ones would be good. Takes if these would be planted up they would then be maintained by the PC?

Clerk had asked Yarmouth Town Clerk for details of company they have used to supply, plant and maintain their troughs.

Cllr Stables said the corner trough was an old memorial one and it needed to stay but it was felt the other two could be removed.

Resolved Cllr Hewston and Clerk liaise and obtain information on type and prices of new planters and plants for future PC meeting.

Action: HH and Clerk

81/18-19 TO AGREE WAYLEAVE FOR BOULDNOR FIELD:

Clerk circulated an email on behalf of DN Associates who have the building contract for the development at Bouldnor Mead. They ask if PC are able to grant an easement, for electricity, across the land, close to the hedging at Bouldnor Field, for a supply in to Bouldnor Mead. They are prepared to donate a figure of £4,000 towards improvements to the playing fields?

After discussion the Cllrs agreed in principle to the easement, subject to receiving a plan showing where the electrics would run. They would then agree the amount to be contributed.

Land to be reinstated and Cllrs agreed there should be no restriction on what the amount donated is spent on. Also to ask if the supply would be sufficient to add any future supply the PC may require.

82/18-19 CORRESPONDENCE – details of correspondence received tabled.

- i) To note invitation to IW Best Kept Village Awards on Thursday 27th September 2018 at VI Form Campus and agree who to attend:

Clerk is already attending by invitation of the BKV Chairman.

Agreed Cllrs Hewston and Stables would attending on behalf of the PC. Clerk will inform.

Action: Clerk

ii) To agree comment on Draft Regeneration Strategy:
PC agreed they had no comment to make on this.

iii) IWALC Forum – to agree any items for discussion:
The PC agreed they would like the problems faced with Southern Water discussed.

Invitation to the official opening of the new Post Office at Wellow on Thursday 27th September 2018 at 3.30 pm. Cllrs Head and Hewston have replied they would like to attend. Clerk will notify.

Action: Clerk

Royal British Legion – letter informing PC of Remembrance Day service, to be held at Yarmouth War Memorial on Sunday 11th November 2018. Parade will muster at 1045. Cllr Stables propose PC have two wreaths @ £20 each – one for Yarmouth, one for Shalfleet Church and give same donation as last year = £65 in total – **resolved**.

Action : Clerk

PC agreed Cllr Head lay the Shalfleet wreath at Yarmouth, as Chairman already attending laying Yarmouth's wreath. Cllr Hewston to lay wreath at Shalfleet Church.

83/18-19 TO NOTE AND COMMENT ON WEST WIGHT COUNCILS TERMS OF REFERENCE:

Copy of a draft, put together by the Chairman, Clerk and Val Taylor had been circulated to Cllrs. The Chairman said the West Wight Council was not a replacement for IWALC but a group focused on West Wight issues such as the Military Road, West Wight Sports & Community Centre.

He pointed out that in the Terms of Reference it stated that IW Councillors could attend on invitation by the Chairman of WW Council. Also a Chairman to be elected annually and he hoped it would be possible to appoint a Clerk specific for the WW Council, as at present the meetings are serviced by the Clerk whose Parish hosts the meeting and there is no continuity. The Councillors **resolved** they were happy with the Terms of Reference.

75/18-19 ii) To Agree in principle to give a budget towards the costs of the West Wight Council group:

The Chairman said a budget was needed to pay for a Clerk for the group and any other costs. PC **resolved** they agreed in principle to pay towards the costs of the WW Council group if this was done on a pro-rata basis on per number of the elector or population of each Parish member.

84/18-19 TO AGREE PUBLIC PARTICIPATION INFORMATION SHEET FOR PC MEETINGS:

Cllr Hewston thought this was a good idea, some Cllrs did not have a view either way, some Cllrs felt there were enough rules and regulations. Clerk told she could trial it if she wished.

Next meeting will be held on Wednesday, 10th October 2018 at Wellow Institute at 7.15 pm.

The meeting closed at 9.15 pm

Signed.....