

SHALFLEET PARISH COUNCIL

MINUTES OF AN ON-LINE MEETING OF SHALFLEET PARISH COUNCIL ON WEDNESDAY, 10th JUNE 2020 AT 7.15 PM

Present: Cllrs: S Cowley (Chair), G Head, H Hewston, S Stables, I Broad
Clerk: Mrs S Woods
No members of public

1/20-21 CHAIRMAN'S WELCOME:

The Chairman welcomed everyone to the meeting. He thought the Zoom meeting of the Parish Council was a great experiment and thanked the Clerk for arranging it all. He confirmed that this was a full, quorate meeting of the Parish Council, which was auditable.

2/20-21 APOLOGIES FOR ABSENCE: Cllr A Burt

3/20-21 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS: None given.

4/20-21 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS: None received.

5/20-21 TO CONFIRM AND APPROVE THE MINUTES OF THE MEETING HELD 11TH MARCH 2020:

Cllr Broad proposed the Minutes be agreed, seconded Cllr Head - **resolved**. The Minutes having been agreed, will be signed by the Chairman as a true record.

6/20-21 QUESTION TIME (3 minutes per member of public): None present.

7/20-21 FINANCE/REPORTS:

- i) To ratify decision to give £3,000 to West Wight Sports & Community Centre:
- ii) To ratify decision to give £500 towards the cost of scrubs for St Mary's Hospital:
- iii) To ratify decision to spend £45 on a funeral wreath for ex PC Chairman, Bill Burt:

The Parish Council **resolved** to agree the payment of i), ii) and iii) above.

Cllrs should speak in alphabetical order – with the Chairman speaking at the end of each agenda item:

- iv) To agree for the £100 sent to Mrs S Pritchett for services to the Community, be donated to Earl Mountbatten Hospice, at the suggestion of the family:

The Parish Council **resolved** to donate the £100 to Earl Mountbatten Hospice. Clerk confirmed Mr Pritchett had torn up the cheque which had originally been sent to Mrs Pritchett. **Action: Clerk**

- v) To decide whether to give a donation to Wight Dash following a proposal from Cllr Ian Broad and circulation of their accounts (as per Financial Regulations).

It was noted that Wight Dash was a charity helping people experiencing Domestic Abuse on The Island.

Cllr Broad said there had been an increase in this during the lockdown/Coronavirus pandemic, plus the IWC had cut their funding last year. He said it was a problem that was difficult to see. Cllr Cowley said if an Island problem it was probably a Parish one too.

At the request of Cllr Head, the Clerk read the section of the Financial Regulations relating to the PC giving grants and confirmed she had asked for, and received Wight Dash's accounts, as per these regulations.

It was agreed that for a future agenda item the PC look at this section of the Financial Regulations and discuss criteria for giving grants.

The Clerk confirmed the grant budget for the current financial year had been wholly spent on WW Sports & Community Centre but that the PC had a £5,000 contingency budget and healthy reserves. Cllr Broad proposed the PC give £500 to Wight Dash, seconded Cllr Cowley – **resolved**.

Action: Clerk

- vi) To agree to purchase 26 Oxford paperback Dictionaries for Shalfleet CE Primary School Leavers – prices obtained range from £4.99 - £7.99 (£129.74 - £194.48):

Cllr Cowley proposed the PC spend up to £200 on Leavers Dictionaries to cover eventualities around supply and delivery costs – **resolved**.

Action: Clerk

- vii) To note and approve the Internal Audit Report (emailed to Cllrs):

The PC noted and approved the Internal Audit Report which the Clerk had circulated – all good.

- viii) To agree and sign off the Accounts and Governance Statement for the accounts for year ending 31st March 2020 (to be signed by Chairman and Clerk)(emailed to Cllrs):

The PC agreed the Accounts and Governance Statement for the accounts for year ending 31st March 2020 and that these be signed by the Chairman and Clerk.

Action: Clerk/Chairman

- ix) To ratify list of April payments and approve May payments list (emailed to Cllrs):

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

April

Chq No.	Paid to		Amount
2086	Reformed Plastics	Seat for Bouldnor	573.60
2087	Risk Based Safety Ltd	Parish Office Risk Assessment	120.00
SO	Sally Woods	March Salary	900.00
2088	Sally Woods	Remainder March Salary + Mileage £11.70	149.43
2089	Shane Breaker	Withyfields Post & Rail Fence	780.00
2090	Maxine Warr	Locum Clerk cover + Mileage £16.20	76.20
2091	Shane Breaker	Extra rails for Withyfields fence	100.00
2092	Mrs S Pritchett	Annual Community Award (<i>Destroyed</i>)	100.00
DC	HMRC	3mths Tax & NI	387.86
2093	IW Sports Foundation	2020 Affiliation Fee	6.00
2094	Brightstone Landscaping	Grounds Maintenance Contract 1 st quarter	315.60
DD	BT	Phone & Broadband	69.59
TOTAL			£3,578.28

MAY

2095	Mark-One-Maintenance	Outside Maintenance	140.00
SO	Sally Woods	April Salary	900.00
2096	Newsquest Media Group	Printing of WWII Book	404.00
2097	Mrs BJ Milton	Contribution towards Scrubs	500.00
2098	Sally Woods	Remainder April Salary	115.54
2099	Helena Hewston	Petty Cash	100.00
DD	BT	Phone & Broadband	69.59
2100	WW Sports & Com Centre	Donation	3000.00
2101	M Warr	Locum Cover & mileage	76.20
2102	Isle of Wight Council	Annual Rent of Newbridge Playing Field	50.00
TOTAL			£5355.33

The Chairman commented that the seat the PC had purchased from Reformed Plastics had recently arrived and looked extraordinary good value and quality.

8/ 20-21 TO RECEIVED NOMINATIONS AND ELECT A VICE-CHAIRMAN OF SHALFEET PARISH COUNCIL FOLLOWING THE RESIGNATION OF CLLR GILL HEAD AS VICE CHAIRMAN:

Cllr Head nominated Cllr Stables, seconded Cllr Broad.

The Clerk asked if there was any further nominations and as they were not, it was **resolved** Cllr Stables be elected as Vice-Chairman.

The Chairman said he was sad Cllr Head had resigned from this position and thanked her for her time as Vice-Chairman. He said he was happy to continue working with Cllr Stables, as Vice-Chairman – all agreed.

9/2-21 PLANNING:

The Parish Council had continued to comment on applications submitted for the Parish and their comments can be found on line. Updates and decisions, plus list of planning applications that the PC has commented on (since the last meeting) are attached to these Minutes.

The Chairman said there were two planning applications that had recently been advertised. One an Agricultural Prior Notification at Lucketts for a forestry building/agricultural barn. The Clerk had emailed the Case Officer to query the comment deadline – believed it was 7 days. The Chairman said there had been concerns raised over the clearing of what he believed to be, ancient woodland at this site. The Clerk agreed to try to contact the Planning Office again for clarification.

The second application was a LBC for Brook Cottage, Main Road, Wellow. It had been the PC that pointed out there had not originally been an LBC attached to the planning application for this site. Cllr agreed their comments for the original application be submitted for the LBC one.

Action: Clerk

10/20-21 TO NOTE THE CLERK'S REPORT FOR APRIL AND MAY, FOR INFORMATION ONLY: Any items for discussion will on go the next agenda.

APRIL CLERKS REPORT

Coronavirus – Clerk will continue to work from the office as long as she is able. All meetings cancelled due to the virus until further notice.

April and May PC meetings – postponed – cancelled Newbridge Community Centre for 8th April 2020 and Shalfleet School for 22nd April as well as guest speaker, and Wellow for 13th May 2020.

Withyfields post and rail fence – after asking Cllrs, it was agreed A Grade Fencing attach two further rails to the post at the footbridge.

Old Air Raid Wardens Shelter Wellow – Island Road confirmed the following works:

- 1) trim back/remove vegetation from around and inside shelter.
- 2) paint/treat the wooden frame with wood preservative.
- 3) paint the outside of the shelter green, it was mentioned at the site meeting if it could be an Olive Green.
- 4) paint inside metal surfaces, presently blue but the Parish Council Chairman did not mind if this was replicated.

Received comments and thanks on how well this had been done by a local resident to pass on.

Cllr Hewston has suggested that the PC put forward the Shelter to be 'Listed' to help protect it in the future.

Website – the Isle of Wight Computer Geek emailed to advise PC of an important development. He is to work closely with Wight Computers; (who PC use anyway) Wight Computers will take over the hosting services and renewals, as well as invoicing for domain names – honouring the current price PC have paid for the foreseeable future. Thanked PC for continued support and loyalty.

Fleetway Green – IWC replied stating Southern Water had informed them they will not be using any of the Green, other than to make the connection to the existing sewer (in the corner next to the footpath). Southern Water are responsible for reinstating the ground so if there are any issues from their works, asked PC to let them know and they will take up with their surveyor.

Bouldnor Field – There is only pedestrian access from Bouldnor Mead into the field so any future vehicular access would have to be from the main road.

Pathway – confirmed with developer what agreed with Chairman and Site Manager – 2m pathway of scalplings and compacted gravel – also asked for weed suppressing membrane to go down. 4m from base of hedge plants to enable hedge cutter to drive through in the future, without damaging the pathway.

Ningwood Car Park – invoiced IWC £100 rent as per lease. Confirm this has been paid.

Bouldnor Field pathway/to bus stop – request from developer for a PC letter of support for the pathway to the bus stop to be the same as per the s106 agreement and the PC pathway. Emailed Cllrs for a response. Consensus was to go with s106 agreement, so Clerk wrote to confirm this with the developer and sent copy, as requested, to Island Roads.

Annual Community Award – arranged cheque to be signed for Mrs Sue Pritchett and Chairman to sign certificate. Dropped these at her home. Sad to inform everyone sadly Mrs Pritchett died the weekend of 25th/26th April.

Play Areas:

Thanks to Cllrs Head and Stables for padlocking both the play area gates. The goal posts were removed from Bouldnor Field and are being stored at the Chairman's property.

Cllr Stables reported a rotten post at the Newbridge site, next to the gate, creating a gap that people could access the field through. Chairman agreed Clerk ask the maintenance man if he could put in a temporary barrier and replace post in due course. He has roped this off.

ROSPA inspections to take place during May – Clerk has asked when they intend to come so gates can be unlocked.

Isle of Wight Council Questions – questions on the homeless and domestic abuse were put to the IWC from the PC.

External Audit – informed the forms will not be issued until there is more clarity over the implications of the pandemic. Had copious emails on this that are quite confusing. Will report further next month.

Internal Audit – contacted Internal Auditor who is happy to carry this out electronically. Have emailed him (as well as Cllrs) the Cash Book and he will use this and the Payment Sheets within the PC Minutes that are on line, plus Clerk will scan and email anything else he requires.

Newbridge Planters – Brighstone Landscaping hoping to continue with contract work, such as cutting Bouldnor Field, but due to limited staff cannot undertake things this like. Cllr Hewston kindly agreed to obtain some plants locally and plant up. Paid for out of petty cash (receipt received).

Thanks too to Cllr Hewston for cashing a petty cash cheque for PC.

FINANCE:

WWII Book – decision made for Clerk to endeavour to obtain three price indications to have this printed professionally. Contacted Biltmore, Crossprint and IOW Printing, received two quotations. Chairman and Clerk agreed to go with the cheaper of these and informed Cllrs.

£404 for 300 copies. It was hoped these will be ready for VE Day.

WW Sports & Community Centre donation – request received, Clerk sent email asking for Cllrs views and proposals. After many emails, a split vote of 3: 3 for PC giving £3,000 received, so Chairman made casting vote and £3,000 given. Clerk sent cheque, asked if advertising around the 'Support Group' could include 'supporting the communities of the West Wight' and also asked for latest accounts, for PC information.

VAT: following a claim being submitted by the Locum Clerk, £947 received back from HMRC.

Planning Enforcement:

Barton's Corner, Main Road, Shalfleet – letter received from Senior Enforcement Officer asking if any local persons would be willing to provide the Local Planning Authority with a statement that can be submitted as part of the appeal statement. Several people have come forward agreeing to do this.

Victoria Road, Bouldnor – information sent through that had been emailed to the Enforcement Officer regarding vehicle entrances that have been made onto this unadopted road. Clerk went to see and reported back to Chairman and also spoke to local resident.

MAY CLERKS REPORT

Play Areas – these had their annual RoSPA inspection during May. Await reports.

Hedge removal – chased this with Planning Enforcement and informed another Officer now dealing with this. Cllrs looked at sites and confirmed no other work appears to be going on in these areas. Told Officer of this and asked position regarding any planning permission required/restrictions but email back said Officer unavailable at the moment.

Bouldnor Field – request for a local football team to use the field each Saturday morning for about an hour and for playing home matches on alternate weeks. Clerk responded that she would ask Cllrs views, if he is happy for her to forward on his email, and timescales, as play areas and goal posts closed/removed due to the Covid-19 situation at the moment.

Withyfields – resident phoned to ask if something could be done about his obscured view from his property – trees have grown up and widened. Clerk said at the moment no, but she would inform Cllrs. Reiterated this is a Conservation Area, so any tree work would need the approval of the IWC Tree Officer, even if Cllrs initially agreed to it.

West Way/Newbridge Play Area fence – need to try to obtain 3 quotations for replacing this – believe it is beyond repair. Have checked the Lease and the PC are responsible for this.

WWII Casualties of Shalfleet Book – very pleased to report that this has now been printed. Copies made available to Cllr Broad and Shalfleet Stores.

Accounts and Audits: Completed end of year accounts and Bank Reconciliation – all balanced. Internal Auditor completed is audit – see report on Agenda.

Clerk has prepared the Accounting Statement for the External Auditor – see Agenda.

Shalfleet PC has been picked at random to have an intermediate review undertaken, so Clerk will put together further documents requested and send those too.

Bouldnor Field Seat – pleased to report this should have been delivered by the time of the on-line meeting and Clerk will arrange for the maintenance man to install.

Adult Gym Equipment – once the go ahead given for play areas to re-open the Clerk will arrange delivery and installation.

Zoom – learnt how to use this to facilitate an on-line meeting.

Parish Office – have obtained a price from the maintenance man to move all the office furniture and equipment, decorate and move back. Will try and obtain two more, as per Financial Regulations, and put on a future agenda.

The Chairman thanked the Clerk for her long report and this was noted by Cllrs. Confirmed if Cllrs wished to raise an item from her report, to email her.

He went on to say he felt that the meeting had gone brilliantly and thanked everyone for participating. He hoped come September the PC may be able to meet in person at Wellow Institute, where there would be room to Social Distance. He proposed, and it was agreed, that the next meeting be another on-line one on 8th July 2020.

The meeting closed at 7.44 pm

Next meeting will be held on Wednesday 8th July 2020 at 7.15 pm will be an on-line (Zoom) one.

Signed Date

Planning Applications for Shalfleet Parish since the March 2020 meeting:

Applications Refused by IWC:

20/00198/CLPUD Shishford Cottage, Calbourne Lane, Newbridge: Lawful Development Certificate for proposed change of roof from thatch to clay tiles.

20/00276/FULL Lower Dodpits Farm, Warlands Lane, Shalfleet: Demolition of store shed; conversion of barn to form residential dwelling (revised scheme).

Applications Approved by IWC:

19/01482/FUL Pebbles, Wellow Top Road, Shalfleet: Proposed outbuilding to provide art room; proposed annexe

20/00155/ADV Inflight Peripherals, Elm Lane, Calbourne: Removal of existing sign; replacement non-illuminated signs x 2 at entrance.

20/00123/RVC Land at Homestead Farm, Calbourne Lane and, Land at Lower Dodpits Farm, Warlands Lane, Ningwood: Variation of condition 6 on P/00607/14 to allow alterations to approved CCTV.

20/00156/FUL West Wight Alpacas, Main Road, Wellow: Alterations and conversion of farm building to form farm shop; proposed ten parking spaces.

20/00153/FUL Inflight Peripherals, Elm Lane, Calbourne: Construction of two single storey extensions to form additional storage and welfare space.

20/00082/FUL Atkies Farm, Warlands Lane, Shalfleet: Proposed agricultural workers dwelling.

Applications commented on by the Parish Council since the March Meeting:

20/00414/RVC Dane Lodge, Main Road, Newbridge – Variation of condition 2 on P/011196/18 for alterations to design and reduction in approved scheme

20/00477/HOU Brook Cottage, Main Road, Wellow: Proposed workshop, summerhouse, garden shed and additional boundary wall and fence.

20/00600/HOU June Cottage, Main Road, Wellow: Demolition of conservatory and porch, proposed single storey extension (revised scheme).

20/00601/LBC June Cottage, Main Road, Wellow: LBC for above.

20/00606/FUL The Old Service Station, Main Road, Shalfleet: Retention and continued siting of three portable buildings; construction of single storey rear extension to training facility.

20/00414/RVC Dane Lodge, Main Road, Newbridge: Variation of condition 2 on P/011196/18 for alterations to design and reduction in approved scheme (revised plans)(readvertised application).

20/00672/FUL Wellow Baptist Church, Main Road, Wellow: Demolition of wooden hall; proposed alterations and conversion of chapel to form 5 bed roomed single residential dwelling; proposed dedicated pedestrian access to private burial ground to north and east of dwelling.

20/00702/FUL Mouse House, Hamstead Road, Shalfleet: Proposed log cabin for ancillary accommodation.

20/00751/HOU Loughrigg, Cranmore Avenue, Shalfleet: Proposed single storey side extension to form conservatory; raised decking.

OS Parcel 0013 Barton's Corner, Main Road, Shalfleet: Letter from IWC informing PC that the landowners have appealed the planning enforcement.