

## SHALFLEET PARISH COUNCIL

### MINUTES OF AN ON-LINE MEETING OF SHALFLEET PARISH COUNCIL ON WEDNESDAY, 11<sup>th</sup> NOVEMBER 2020 AT 7.15 PM

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

#### **39/20-21 CHAIRMAN'S WELCOME:**

The Chairman welcomed everyone to the November Zoom meeting of the PC.  
The addition to original the Agenda noted – item **48/20-21 Councillors Reports**.

**40/20-21 APOLOGIES FOR ABSENCE:** None - all present.

**41/20-21 DECLARATIONS OF INTEREST REGARDING AGENDA ITEMS:** None given.

**42/20-21 TO ACCEPT ANY DISPENSATIONS FOR AGENDA ITEMS:** None received.

#### **43/20-21 TO CONFIRM AND APPROVE THE MINUTES OF THE ONLINE MEETING HELD 9<sup>th</sup> SEPTEMBER 2020:**

The Minutes of the 9<sup>th</sup> September were proposed (IB), agreed and seconded (HH) - **resolved**. The Minutes having been agreed, will be signed by the Chairman as a true record.

**44/20-21 QUESTION TIME (3 minutes per member of public):** None present.

The Clerk did mention at this point that the PC had received a letter from Mr Arthur Dunkley (this being a copy of his letter to Bob Seely MP,) on reducing nitrates in the Solent, if Cllrs wished to read it.

#### **45/20-21 FINANCE/REPORTS:**

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

- i) To note successful completion of External Audit and fact Clerk complied with their request to display notice and relevant sections of the AGAR on the PC noticeboard and website. This was duly noted.
- ii) To ratify annual subscription to Zoom at £119.90 plus tax. This was **resolved**.
- iii) To ratify cost of pest controller to deal with 3 wasp nest at Bouldnor Field @ £40 each = £120 plus VAT. This was **resolved**.
- iv) Withyfields – To agree quotation of £550.00 for works to trees, including submitting an application to Tree Officer.

It was noted that Cllr Broad and the Clerk had met with the residents of Withyfields, who had asked for this work to be done. Cllr Broad confirmed the trees were on PC land and he felt they were PC responsibility and he was in favour of the work being done. The Chairman said he too had met on site with the Clerk and representative from Brighstone Landscaping, who informed them they would need to employ a tree specialist to undertake the work, as it involved climbing trees.

Discussion followed with other points being made; only affects one household, it was not felt to be a safety issue but purely to improve a view and leaves dropping on the decking, work had been done before. Cllrs agreed no action be taken at this time Cllr Broad dissented from this agreement.

Clerk to inform contractor and residents.

**Action: Clerk**

- v) To agree to pay £154.98 for PC tablet (with case) for use by Cllrs. This was **resolved**.
- vi) To agree to pay £26.99 for webcam for PC computer to facilitate a camera for use of Zoom. This was **resolved**.
- vii) To discuss request from Shalfleet C of E Primary School PTFA for financial contribution towards weather protection for children waiting for pick up. Accounts circulated to Cllrs.

Clerk had requested a suggested amount that they would like the PC to give.

The Chairman said he had spoken to a member of the PTFA who confirmed at this time she only had the one quote of £13,000 and the company could not do the work before next April.

Email of support received from Cllr Burt circulated to Cllrs.

Discussion held. It was noted that the pavilion like structure in the grounds was at the end of its useful life. Also by next April the Covid situation may have changed.

Cllrs felt a better set of accounts would be useful and agreed no further action be taken at this time.

- viii) To discuss request from IW Music, Dance & Drama Festival for a donation.

It was noted that PC had given £75 in the past couple of years. Cllr Hewston proposed £75 be given towards the next Festival, seconded Cllr Burt – **resolved**.

- ix) To discuss and agree best option for dealing with Dog Fouling at Bouldnor Field (awaiting information from IWC).

Clerk had spoken to IWC Officer and he suggested PC either pay annually into having the Environment Officer work in the Parish, or pay for a short time to help monitor and enforce dog fouling at Bouldnor Field, including erection of signage. Unfortunately the information and costings had not come through.

Cllrs agreed Clerk chase and also look into PC self-policing, signage, risk assess and insurance issues, if required.

**Action: Clerk**

- x) To approve list of October and November payments (emailed to Cllrs).

Cllr Burt proposed the accounts be agreed, seconded Cllr Hewston – **resolved**.

**October:**

Chq No.	Paid to		Amount
DC	HMRC	3mths Tax & NI	521.43
DD	BT	Phone & Broadband	69.59
SO	Sally Woods	Salary	900.00
2125	Sally Woods	Remainder Sept Salary + backdated pay increase	483.83
2121	Island Copier Co Ltd	Copier Contract – replacement cheque – lost by Post Office	94.18
2122	Brightstone Lands	Bouldnor Viewpoint works	180.00
2123	M Warr	Locum Clerk cover + mileage	182.40
2124	RBL Poppy Appeal	2 x wreaths + donation	90.00
<b>TOTAL</b>			<b>£2,521.43</b>

**November:**

Chq No.	Paid to		Amount
DC	Zoom	Pro Annual Subs (with tax)	143.88
DC	Land Registry	On-line search Title and Plan	29.94
2126	M Warr	Locum cover	30.00
2127	PKF Littlejohn	External Audit	360.00
2128	Newbridge Com Ass	RPI Increase for Service Charge	5.50
2129	Island Pest Control	2 x Wasp nest treatment Bouldnor Field	96.00
2130	Broxap	Outdoor Gym, supply, delivery and installation	7,575.60
2131	Wight Computers	Avast Sub + Remote labour re Microsoft Teams	43.80
2132	WBS	Stationery + sanitiser	45.50

2133	Mark-One-Maint	Lord Ross Memorial, inspections, goals re-install, seats	1,130.00
2134	Brighstone Lands	3mths Open Space Maintenance	1,584.00
DC	Amazon	Webcam for Desktop computer	26.99
DC	Argos	Tablet+ case	154.98
DD	BT	Phone & Broadband	69.59
SO	Sally Woods	Salary	900.00
2135	Sally Woods	Remainder Oct Salary	227.02
2136	Island Pest Control	1 x wasp nest treatment Bouldnor Field	48.00
2137	WBS	Sanitiser	21.58
<b>TOTAL</b>			<b>£12,492.38</b>

#### **46/ 20-21 PLANNING:**

The Parish Council had continued to comment on applications submitted for the Parish and their comments can be found on line.

**a. Updates and decision**, plus list of planning application the PC has commented on (since the last meeting) will be attached to the November Minutes.

**Tanglewood, Station Road, Ningwood** – Cllrs noted that a section of hedge, just past the bend on the road leading into Newbridge had been removed by the owners. A Cllr had spoken to the owner, when she was going past, and he said it was for access for plant i.e. digger, whilst building works being undertaken. Some Heras fencing had been put in. Cllrs agreed this would be very dangerous if a bike, horse and vehicles were passing at the time a digger came out. Agreed Clerk contact Island Roads urgently and ask them to look into, which suggestion that signage, as a minimum, be used.

**Action: Clerk**

It was noted that chestnut fencing had been removed from Barton Corner.

**b. To agree comments on application:** None

#### **47/20-21 TO NOTE CLERKS REPORT FOR SEPTEMBER – NOVEMBER:**

**Bouldnor Viewpoint** – sent invoice to IWC for works PC arranged, together with other paperwork relating to this. Very pleased to report IWC have reimbursed the PC, as a one off, and they have said we can look at entering into an agreement with them for the future. Also given details from a parishioner of website that gives grants for such works.

**Wreaths** – arranged to collect one wreath for Cllr Hewston to lay at Shalfleet Church on either 6<sup>th</sup> or 7<sup>th</sup> November 2020 and for them to lay the other at Totland War Memorial.

**Withyfields Trees** – arranged site meeting with Chairman and Brighstone Landscaping, to look at what tree work is required. Informed Mr and Mrs Sivier, residents of Withyfields, whose property is adjacent to the trees, and they were happy for us to view from their property if necessary. Once work confirmed, Brighstone Landscaping are happy to obtain necessary permission through the IWC Tree Officer – once registered these applications determined within six weeks. Quote received – see agenda.

#### **Bouldnor Field:**

**Wasp Nest** – arranged for Island Pest Control to deal with two nests; very good, prompt service – see financial reports. Further report of a third nest, came in, so Clerk arranged Island Pest Control to carry out further treatment, after seeking agreement from Chairman.

**Goal Posts** – arranged for maintenance man to re-install these.

**Outdoor Gym equipment** – Very pleased to say, after much delay and chasing, this was installed at the end of September. Clerk put up Covid signage and arranged for the equipment to be insured – no additional cost between now and the end of the premium – January 2021.

**Dog Fouling** – received several reports from Cllrs and residents on dog fouling at Bouldnor Field. Contacted IWC to see if they can help/sell us some signage. Information and options should be through for November meeting. Agenda item.

**Dog Training** – this has been taking place on Sunday afternoons.

**VAT** – Locum Clerk completed VAT claim for £834 whilst covering in September, which has been received.

**Parish Office** – decorator coming 5<sup>th</sup> November to help move furniture, will paint office over weekend and then come back on 10<sup>th</sup> to help move things back. Clerk will move all she can into the other part of the room prior to this. Made arrangements with Trustees re keys and alarm. All done and put back.

**Newbridge Playing field fence** – fencer not forgotten, been really busy, will let Clerk know when plans to start work. Hopefully some of the vegetation will have died back by then.

**Burt Close** – Project Manager contacted Clerk with an update, which she sent to Cllrs. Also invited Clerk and Cllrs to look at couple of the properties on 30<sup>th</sup> September 2020. Good to look round the site and see the end result. Cllr Stables also visited Burt Close to meet the Island MP.

Due to the fact the allocations for the rental properties now signed off, Clerk chased IWC for information requested through FOI; for postcodes of those being allocated the properties. Email received from IWC Senior Housing Officer giving details of the locations the applicants who have been allocated the properties live, together with other information – circulated to Cllrs. Clerk thanked him for this information.

**Open Space Maintenance and play areas** – Maintenance man has carried out all the works required and done a great job. See accounts.

**Southern Water – Water Mains Leak – Station Road** – copy of letter sent to Bob Seely MP from Southern Water received. This explained the leak problem and confirmed that in relation to the upgrade of the Pumping Station, at this stage there is no timeframe available as to when this may happen. Gave details on the Priority Service Register for vulnerable people. Copy of letter sent to Mr Dunkley for information. Clerk also put the contact phone number for this service in Village News

**Microsoft Teams** – arranged with Wight Computers to install on desktop and laptop and this will enable Clerk to attend a Community Led Housing event on 24<sup>th</sup> September 2020. Unfortunately due to technical issues this event did not take place.

**Bouldnor Mead** – had a call from resident expressing concern over the amount of traffic and the fact people go to and from their houses a lot. He was also worried over speeding and lack of parking. Clerk said PC not a highway authority but she would make Cllrs aware and ask if there was anything that could be done?

**AONB** – Mr Dunkley phoned about several matters but wanted Cllrs to be aware that Google maps are inaccurate with its AONB boundary for the Parish.

**Zoom** – majority of Cllrs agreed PC purchase this, as the free version has time limits. See financial reports.

**Fleetway Green** – again chased IWC regards the PC agreeing they would be interested in taking on a 99 year lease (with no responsibility for trees). First wrote February 2020! Hope to draft Heads of Terms for November meeting – agenda item.

**Ningwood Hill** – on behalf of Arthur Dunkley, submitted report in to Island Roads - he said cracks had appeared in the road surface. Mr Dunkley came back to say Southern Water had asked him to monitor these cracks, as a small water leak present.

**Nitrates** – sent Arthur Dunkley a copy of the Press Release sent out by Bob Seely MP on the trial to reduce nitrates in the Solent.

**Cranmore Noticeboard** – Clerk will contact owners regarding upgrading as soon as time allows.

**Outdoor Table Tennis tables** – Clerk will put for discussion at budget time and obtain up to date quote if Cllrs agree this is what they want – agenda item.

**External Audit** – Pleased to report this all completed and no problems (Financial Reports) and notices to that effect on notice board and website.

**Newbridge Planters** – arranged with Brighstone Landscaping for these to be filled with Autumn bedding plants.

**PC Tablet** – after emailing Cllrs, went for best value Lenovo 10 inch tablet with case £154.98. Ordered from Argos, collected and delivered to Cllr Burt in readiness for November meeting. (See Financial Reports).

**Wellow Millennium Green** – invoiced them for 20% of the cost of maintenance works that the Parish Council arrange to be carried out on the Green (as per agreement). Cheque for £149.60 received and banked.

**Extras:**

**Christmas Tree – Resolved** Clerk arrange purchase of tree and electrician put up outside Parish Office, with lights. **Action:** Clerk

**Charles Arnold Baker – Local Council Administration - Resolved** Clerk purchase latest edition at cost of £119.

**Ward Cllr Report** – Clerk circulated an email giving some information from Cllr Hutchinson and he did agree if he had something the PC should know he would email it through.

**48/20-21 TO NOTE COUNCILLORS REPORTS:**

**Cllr Hewston** had written a report, which had been circulated to Cllrs.

She had stepped down as Chair of IWALC but will continue to represent the PC. New Chair is Diana Conyers of Ryde TC. County Officer has left and post has been advertised.

Mention of the gap in the hedge at Tanglewood.

Laid the PC wreath at Shalfleet Church on Sunday 8<sup>th</sup> November, whilst the Church was open for private prayer, to comply with Covid 19 restrictions.

**Cllr Cowley** – attended a Zoom PPG meeting on 9<sup>th</sup> November 2020. John Howe was elected Chair after the untimely death of Linda Barnes – a great advocate for all patients and who did much for the West Wight.

Raised the issue of the closure of Yarmouth Surgery. Members of the CCG were present and they would like to engage with the local community about this and suggested a Zoom consultation to hear peoples view. This could be publicised by Parish notices and Village News, once date known. Seems the practise is happy with the closure but PC Chairman is not.

It was noted that several PC Cllrs use the Yarmouth Surgery at present. Clerk to contact Clive Oliver at Brookside for details of the Zoom consultation for Village News. **Action: Clerk**

There is a need to advertise for non PC members for the PPG.

**49/20-21 TO DISCUSS HEADS OF TERMS REGARDING FLEETWAY GREEN:**

As no paperwork had been received from IWC resolved this item be deferred and Clerk again chase and when received put on next agenda. **Action: Clerk**

**50/20-21 TO DISCUSS COMMUNITY LED HOUSING IN THE PARISH AND COST OF CLERK'S TIME AND ADMIN COSTS:**

Discussion held on whether the PC wished to look into a Community Led Housing scheme in the Parish.

The Chairman said there was a YouTube video of a recent presentation if Cllrs wished to see this. There were some piece of lands in the Parish which needed exploring and he propose the PC spend up to £100 for Clerk to undertake Land Registry Search to establish who the owners are. Cllr Broad abstained from the decision, Cllr Head abstained but some Cllrs wanted more information.

Agreed by majority/Chairman's casting vote, to spend £100 obtaining Land Registry details and Cllrs have video presentation sent to them.

Also agreed Mr Prickett, who is involved in Community Led Housing on The Island, attend the December PC meeting to give Cllrs more information on the scheme.

**51/20-21 TO DISCUSS INSTALLING AN OUTDOOR TABLE TENNIS TABLE IN THE PARISH AND AGREE WHETHER TO TAKE FORWARD IN NEXT YEAR'S BUDGET:**  
Cllrs agreed there were interested in installing an outdoor table tennis table in the Parish, to add a figure to next year's budget for this, and think about the best location.

**52/20-21 TO DISCUSS THE LOCATIONS WHERE SNOWDROPS COULD BE PLANTED AND PURCHASE OF SAME:**

Information had been circulated to Cllrs and the Chairman had sent Clerk a website which gave prices. **Resolved** 250 Galanthus nivalis (at cost of £50) be planted at Withyfields and Brighstone Landscaping Ltd be asked to plant at a suitable time. **Action: Clerk**

**53/20-21 TO REVIEW SHALFLEET PARISH COUNCIL FINANCIAL REGULATIONS, REVIEWING GRANTS AND DONATIONS SECTION IN PARTICULAR, AS WELL AS CRITERIA AND AMOUNT FOR PAYMENTS IN EXISTING BUDGETS:**

The Clerk had circulated copies of these to Cllrs and went through them. It was felt it was difficult to undertake a full review via Zoom.

Current Regulations for Parish Grants state:

- 11.1 Grants will be looked at and decided on as and when requested.
- 11.2 Priority will be given to requests for grants from, and granted firstly to, Shalfleet Parish residents and charities, then secondly to Island charities for the benefit of Shalfleet Parish residents.
- 11.3 Applicants for Community Grants must provide their accounts or other relevant financial information as part of the application. If these are not available immediately, then the Grant may be agreed, subject to providing their accounts or other information, before the Grant is paid.
- 11.4 Grants will only be granted within the budget available.

Cllr Broad said he would like to see better guidelines on how donations are given and some standardisation on amounts. It was noted Parish and Town Councils set their own criteria and PC could decide whether to set a cap on amounts and if once the donation allowance is gone, it's gone. Discussion followed and it was agreed Cllrs Broad and Head work together and bring back some simple criteria to a future meeting. **Action: IB/GH**

**Play Areas** – When asked, the Clerk confirmed Government guidance says these can be left open but outdoor gyms cannot.

**Gun Dogs** – Cllr Stables said on behalf of the Gun Dog Club she thanked the PC for the use of Bouldnor Field for some dog training. This had now ceased due to new restrictions and wet weather.

Meeting closed at 8.44 pm

**Next meeting will be held on Wednesday 9<sup>th</sup> December 2020 at 7.15 pm**

Whether on-line or at a venue to be confirmed and confirmation will be put in Village News and on the PC website.

Signed ..... Date .....

## **SEPTEMBER – NOVEMBER PLANNING UPDATE:**

**Parish Council comments on applications that have been added to the IWC Planning Portal: 20/01268/FUL Old Service Station, Main Road, Shalfleet** – Retention of give storage containers. The Parish Council objected on ground of over development the site and supported the view of the residents that these containers would be detrimental to the amenities of adjoining households. Expressed disappointment that this is a retrospective application and hope that if there are future applications, these are made in a timely manner.

**20/01258/FUL – Kensal, Solent Road, Cranmore** – Proposed siting of prefabricated mobile pod to provide self-contained accommodation.

The Parish Council had no objection to this application but queried whether the septic tank would be able to cope with the increased waste and asked that if approved, the ownership of the pod remain with the house.

**20/00990/HOU – Tanglewood, Station Road, Shalfleet** – Demolition of greenhouse and shed; proposed extension to detached garage to form car port at ground floor level and office at 1<sup>st</sup> floor level; alterations and proposed single store extension to dwelling; widening of existing vehicle access (revised plans )(readvertised application).

The Parish Council's comments for the original application still stand as the Cllrs did not think the changes mitigate these.

1. Concerns may be over-development of site.
2. Access – at present parking for 3 vehicles, the car port would mean an extra 2, on a tight corner.
3. Waste water – due to the proposed increase in bathrooms, together with the existing kitchens and bathrooms, a waste water treatment plant is required.

**20/01169/FUL – 8 Waters Edge, Shalfleet** – Proposed rock armour stone revetment to provide coastal protection.

The Parish Council had no objection to this application.

**20/01563/FUL Land between Highfield and Rosehaven, Main Road, Wellow** – Formation of vehicular access.

The Parish Council objected to this application on the grounds:

1. The old hedge was removed in Spring 2020 (Shalfleet Parish Council asked the Enforcement Officer to look into this), yet the application seeks approval for a hedge that has already been removed.
2. If the hedge had not been removed earlier there would be no visibility to put in a new access.
3. There is a perfectly good agricultural access to the west of the plot which the applicant has used for many years.
4. Wellow Road is increasingly dangerous, with pinch points. The more vehicles that join this road, the more dangerous it would become.
5. There are no reasons given as to why the application is being made.
6. There is no detail as to the structural engineering that will be followed to ensure runoff water is controlled.
7. There are no reports on the archaeology of the site, as it is in a pre-historic and Saxon inhabited area.
8. There is no supporting information regarding the use of the site and replacement of the hedge nor the actual construction of the entrance proposed.

**20/01732/6PA Shalfleet Manor, Main Road, Shalfleet** – Agricultural prior notification for proposed agricultural building.

Shalfleet Parish Council asked for a full planning application to be submitted for this proposal. The Councillors believe the agricultural activity should be justified, that the structure is visibility intrusive in an AONB and ask where effluence will be going if it is to keep livestock?

**20/01634/HOU Prospect House, Bouldnor Road, Shalfleet** – Proposed single storey extension. Shalfleet Parish Council had no objections.

**20/01641/HOU Mayfield, Main Road, Wellow** – Proposed single storey rear extension. Shalfleet Parish Council had no objections.

**20/20/01578/HOU Greenfields, Wellow Top Road, Shalfleet** – Proposed extensions and alterations at ground and first floor level to form additional living accommodation; change of exterior materials, to include cladding and render to walls and new slate roof covering; replacement windows and doors. The majority of Shalfleet Parish Councillors had no objections to this planning application but they ask if approved it is made to adhere to the Island's Dark Sky Policy in relation to the roof lights.

**Decisions:**

**Approval by IWC:**

**19/01255/FUL Pennethorne Park Farm, Hamstead Drive** – Change of use of agricultural land to tourism and siting of 5 holiday units.

**20/00990/HOU Tanglewood, Station Road, Shalfleet** – Demolition of Greenhouse and shed; proposed extension to detached garage to form car port at ground floor level and office at 1<sup>st</sup> floor level; alterations and proposed single storey extension to dwelling (revised plans)(readvertised application).

**Refusal by IWC:**

**20/01246/CLPUD The Orchards Holiday Caravan Park -**

Lawful Development Certificate for use of land for the proposed siting of caravans without limited period of siting or occupation and to allow the use of the static caravans or touring caravan pitches by the same individual for more than six months.

**20/00834/FUL Longlast, Cranmore Avenue** – Proposed construction of a new dwelling (revised red line)(readvertised application).

**Enforcement by IWC:**

**Worm Farm, Oak Farm, Main Road, Shalfleet – Alleged Breach** - Unauthorised engineering operation to form bunding being investigated.

**Woodlands, Hamstead Road, Shalfleet – Alleged Breach** – Development appears higher than approved plans – planning permission P/01466/17.

**Mobile home, Hamstead Road, Shalfleet** – report of an 'odd' building, from a resident, with photos, sent through to Enforcement.

**Appeals:**

**Appeal Ref: APP/P2114/C/3249984 and 85 Oak Farm, Barton Corner, Main Road, Shalfleet:**

Comment sent through to the Planning Inspectorate within the deadline of 2<sup>nd</sup> November 2020. Receipt confirmed.

**Decision – Appeal Dismissed:**

**Land rear of Fernlea, Ningwood Hill, Shalfleet** – Material change of use of the land by the importation of Green Waste and composting process with associated hardstanding and access track. Confirms legal team instructed to now serve an Enforcement Notice.

Letter from IWC confirmed that the green waste/composting heaps have been removed from the land and the land is now being used for the keeping of pigs. This has resulted in the land being returned to its lawful agricultural use and on this basis the enforcement case has been closed.